2016

# Design Training Expo

## Electronic Review Comments

Kurt Lieblong, PE, CVS

Production Support Office

# Objectives

- What is ERC
- The Benefits to ERC
- Account types
- Basic Navigation
- Common User Problems
- New Enhancements

Objectives

# What is ERC?

- A web-based comments and responses application for plan/document reviews
- Allows for multiple access with no special software

Warning
Virus alert!
OK
Information
Transaction complete.
OK
Error
Please contact support.
Please contact support.

# Benefits of ERC

- Centralized location for all comments & responses
- Allows for easy tracking of review status
- Archives submittals for future reference
- Sends email notices for new entries, due date reminders, late comments and responses notifications

# User Account’s

- Two types of Accounts
  - ✓ RACF (also known as mainframe)
  - ✓ Internet Subscriber Account (ISA)
- Updating Account Information
  - ✓ RACF: handle through FDOT Service Desk
  - ✓ ISA: handle by user through ISA Web Site
  - ✓ Password Re-sets:

**E-Mail: FDOT.ServiceDesk@dot.state.fl.us**

# User Account’s

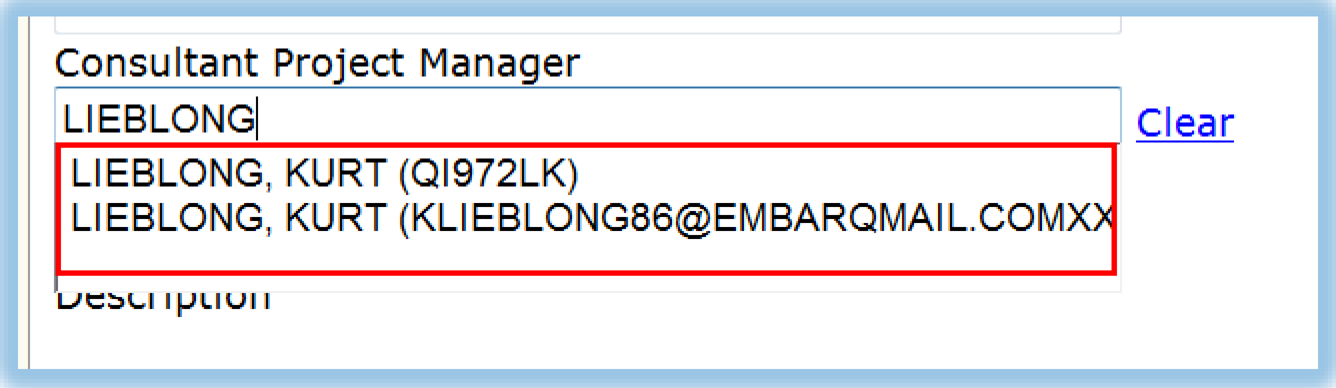
- RACF Accounts can expire if tied to a project

***DON’T IGNORE E-MAIL NOTIFICATION***

- RACF or ISA

***NOT BOTH***

# User Account’s



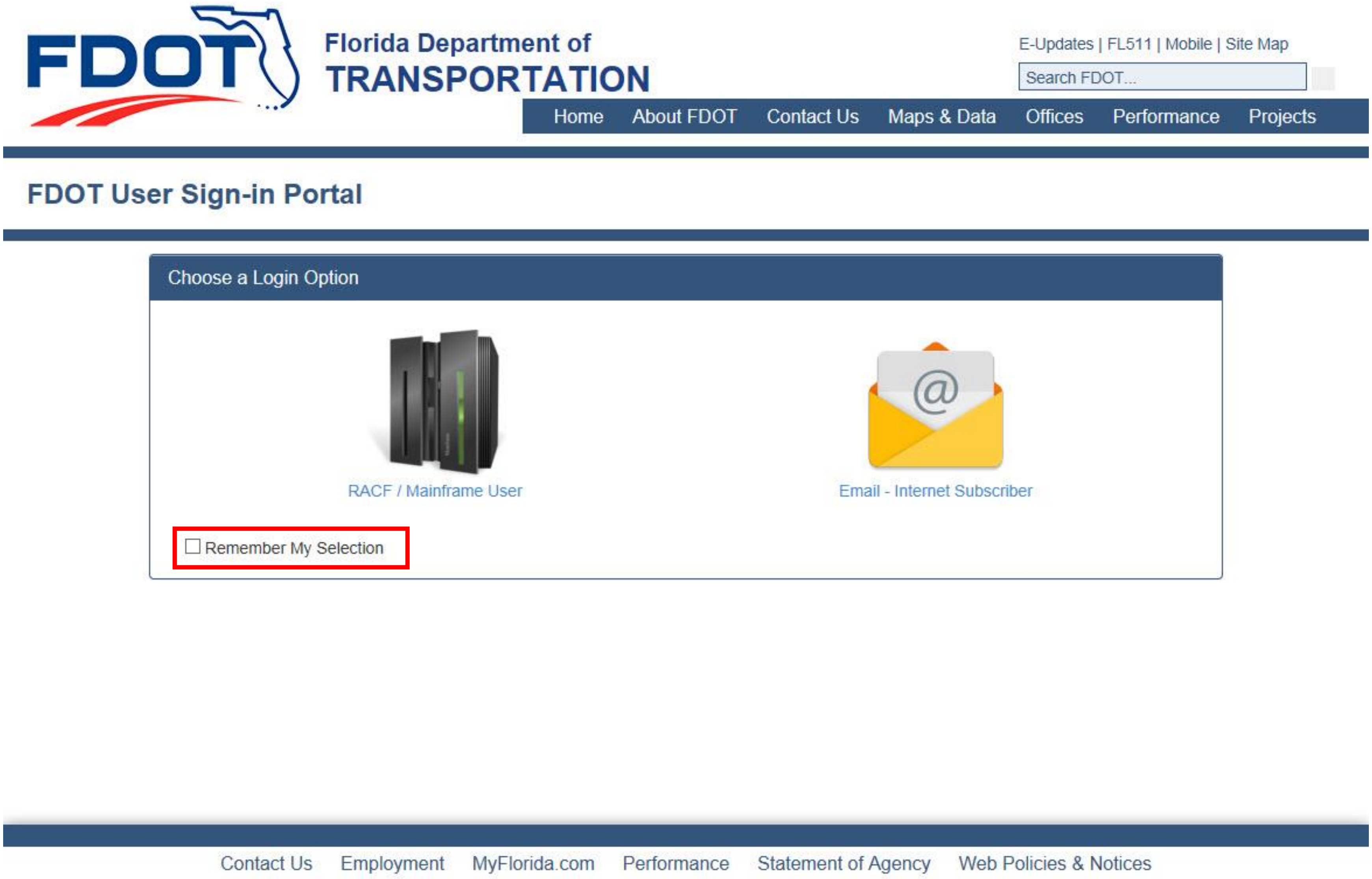
Consultant Project Manager

LIEBLONG

LIEBLONG, KURT (QI972LK)
LIEBLONG, KURT (KLIEBLONG86@EMBARQMAIL.COMXX

Description

WHICH ACCOUNT TO CHOOSE FOR THE ASSIGNMENT?



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Projects

FDOT User Sign-in Portal

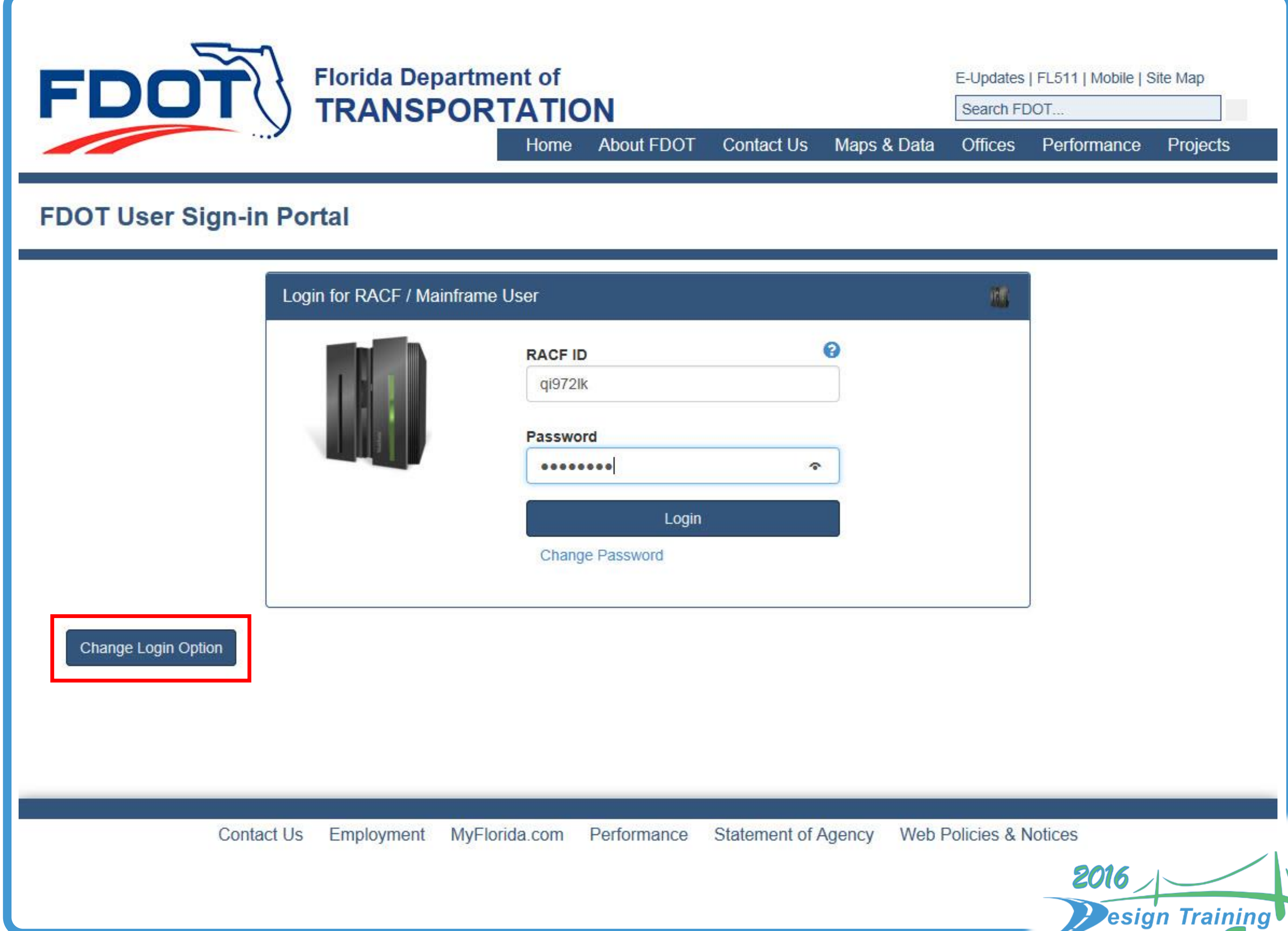
Choose a Login Option

RACF / Mainframe User

Email - Internet Subscriber

☐ Remember My Selection

Contact Us
Employment
MyFlorida.com
Performance
Statement of Agency
Web Policies & Notices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Performance
Projects

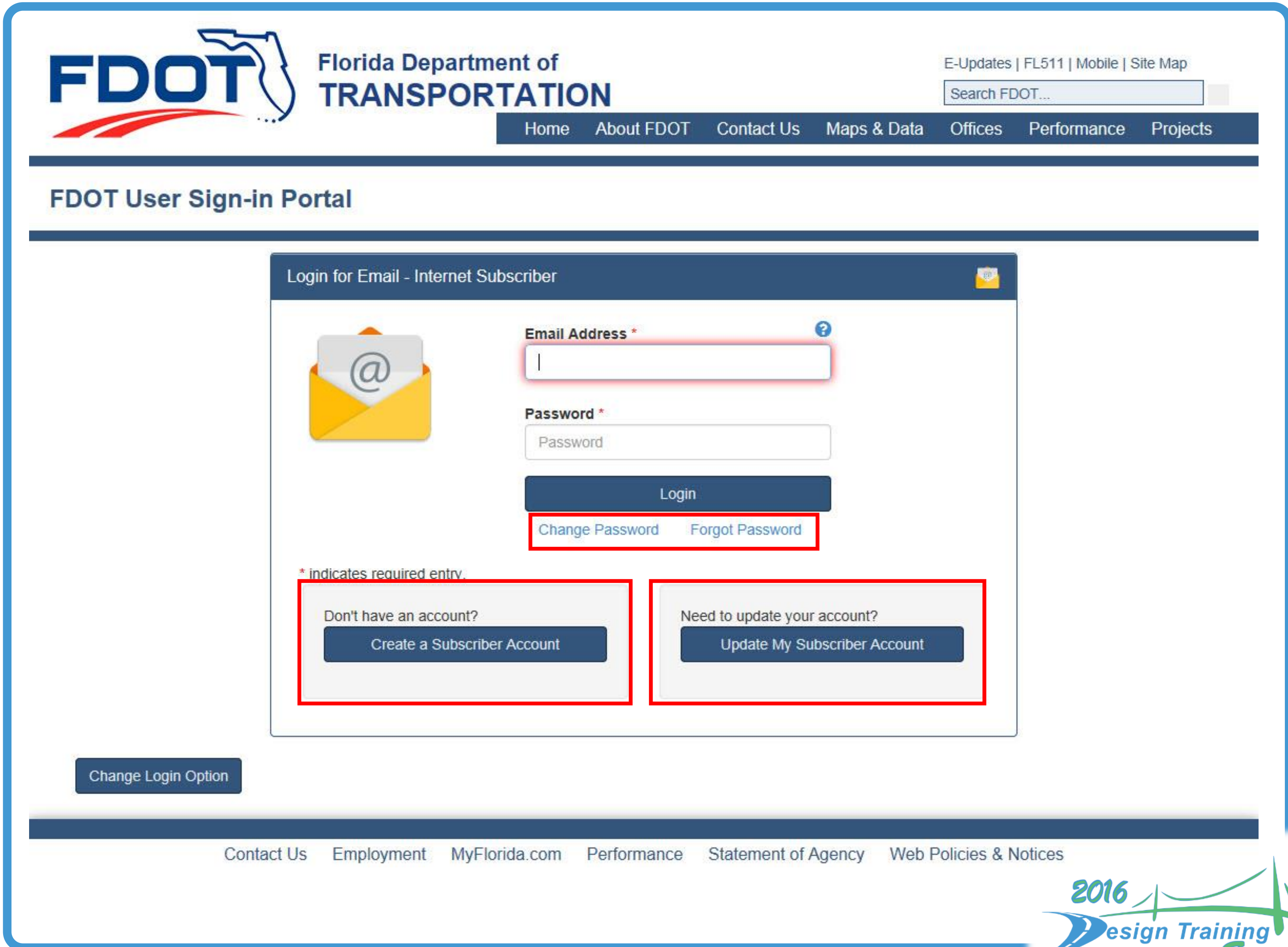
FDOT User Sign-in Portal

Login for RACF / Mainframe User

RACF ID: qi972lk

Password: ●●●●●●●●●

Login
Change Password
Change Login Option
Contact Us
Employment
MyFlorida.com
Performance
Statement of Agency
Web Policies & Notices



FDOT Florida Department of TRANSPORTATION

E-Updates | FL511 | Mobile | Site Map

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Home About FDOT Contact Us Maps & Data Offices Performance Projects

## FDOT User Sign-in Portal

Login for Email - Internet Subscriber

**Email Address** *

**Password** *

Password

Login

Change Password Forgot Password

* indicates required entry.

Don't have an account?

Create a Subscriber Account

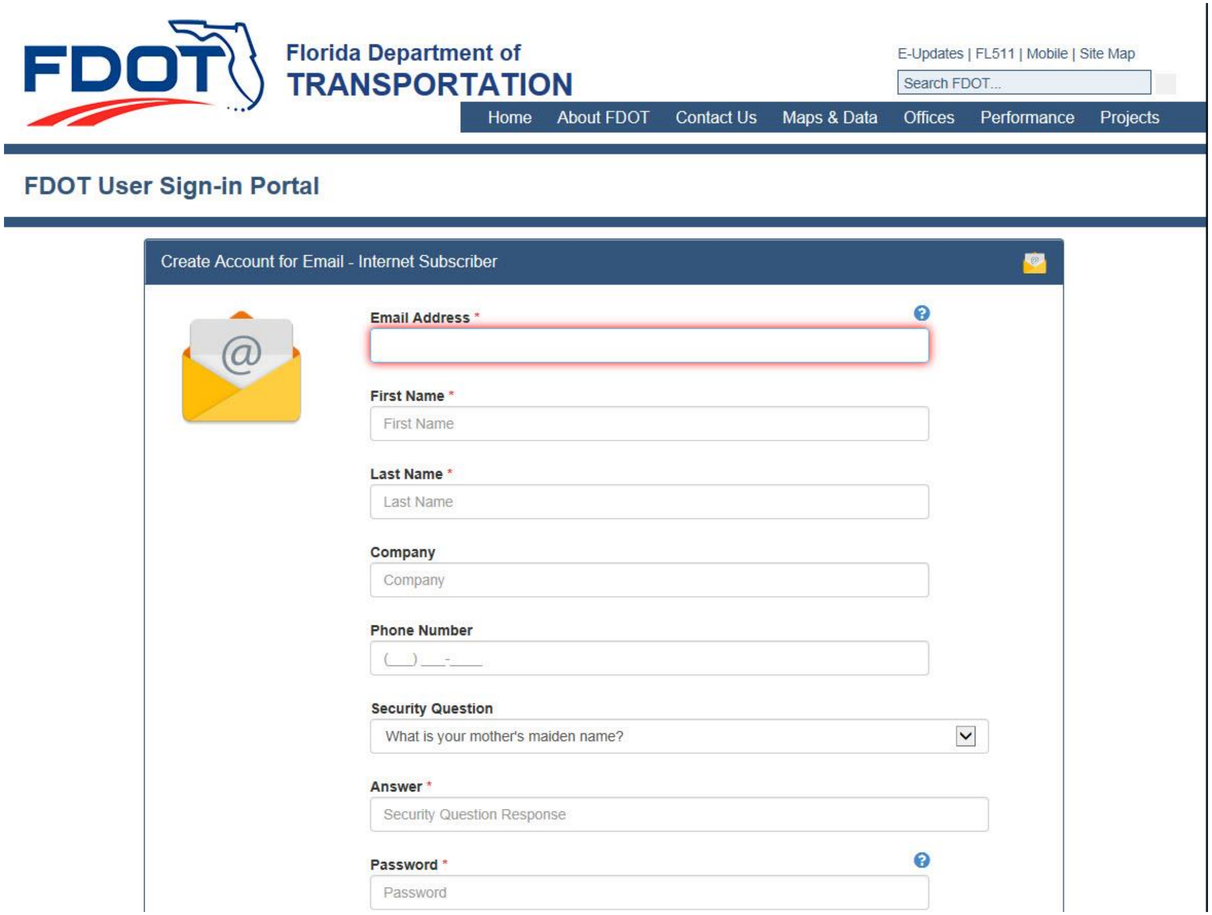
Need to update your account?

Update My Subscriber Account

Change Login Option

Contact Us Employment MyFlorida.com Performance Statement of Agency Web Policies & Notices

# Creating an ISA Account



Florida Department of
TRANSPORTATION

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FDOT User Sign-in Portal

Create Account for Email - Internet Subscriber

| | |
|---|---|
| Email Address * | |
| First Name * | First Name |
| Last Name * | Last Name |
| Company | Company |
| Phone Number | (___) ___-____ |
| Security Question | What is your mother's maiden name? |
| Answer * | Security Question Response |
| Password * | Password |

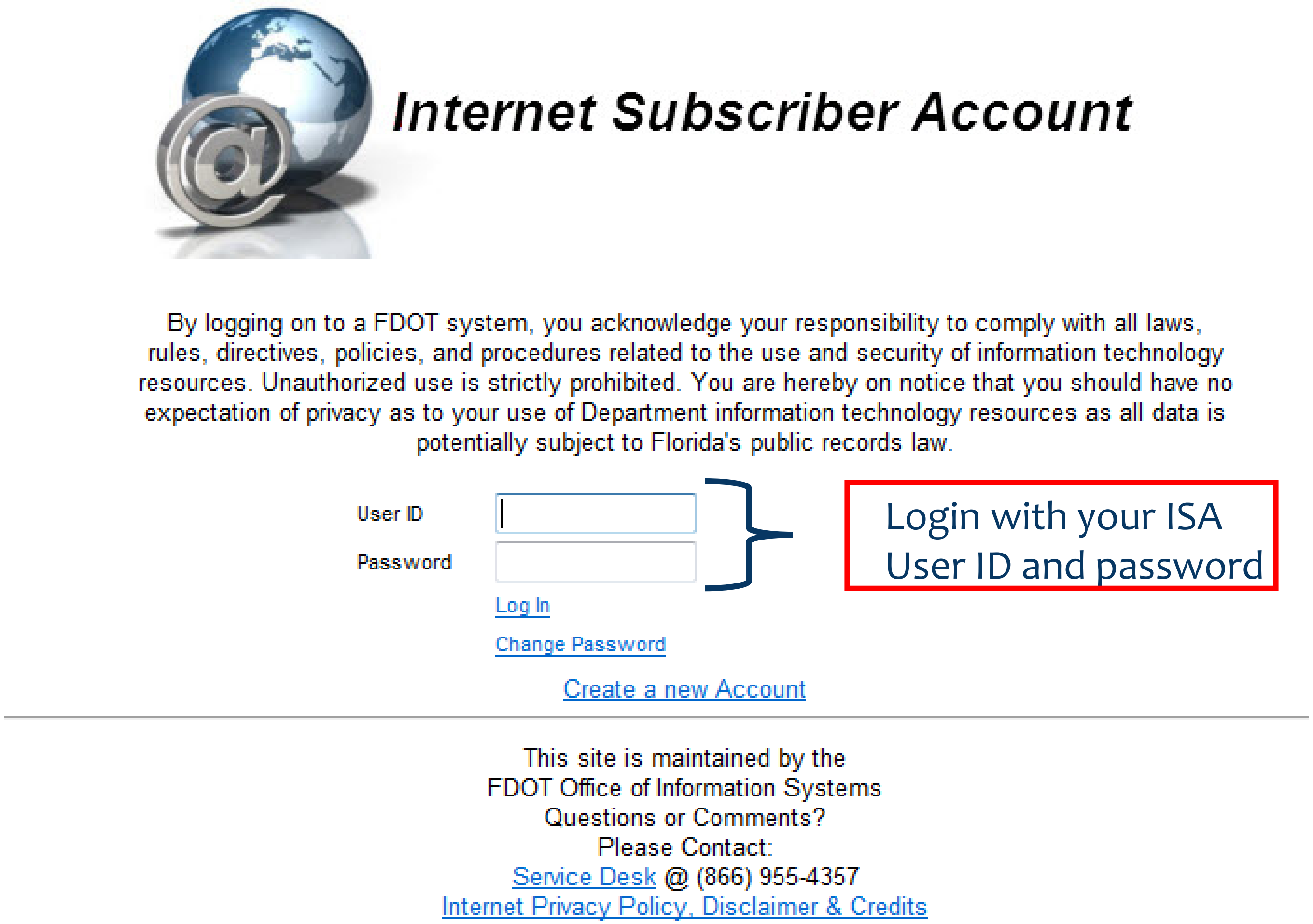
# Maintaining an ISA Account

- Updating ISA account information
- Go to ISA Web Site

https://fdotws1.dot.state.fl.us/internetsubscriberaccount/

Internet Subscriber Account

# Maintaining an ISA Account



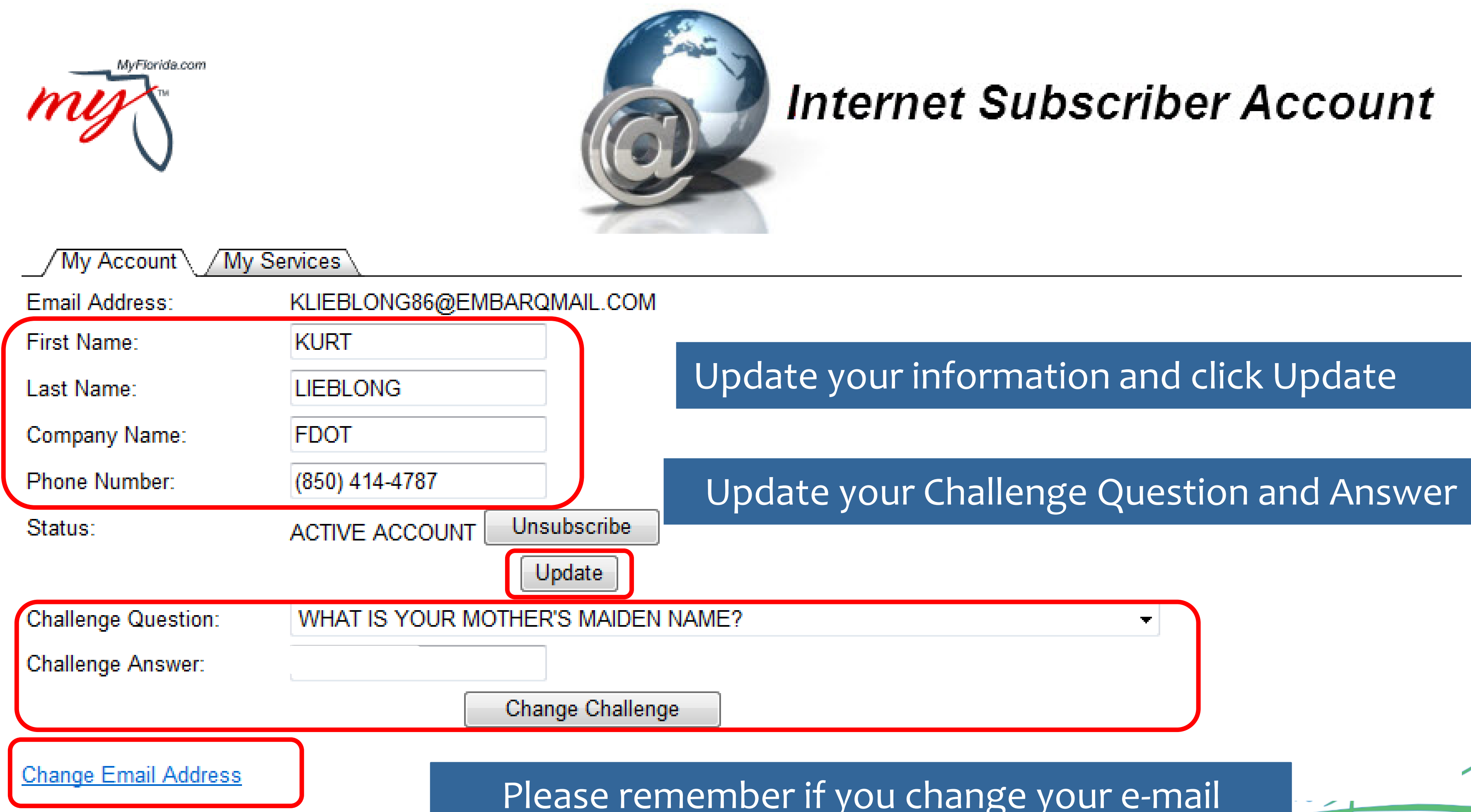
Internet Subscriber Account

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

This site is maintained by the
FDOT Office of Information Systems
Questions or Comments?
Please Contact:
Service Desk @ (866) 955-4357
Internet Privacy Policy, Disclaimer & Credits

Login with your ISA User ID and password

# Maintaining an ISA Account


MyFlorida.com
my
Internet Subscriber Account
My Account
My Services

Email Address: KLIEBLONG86@EMBARQMAIL.COM

First Name: KURT

Last Name: LIEBLONG

Company Name: FDOT

Phone Number: (850) 414-4787

Status: ACTIVE ACCOUNT

Unsubscribe
Update

Challenge Question: WHAT IS YOUR MOTHER'S MAIDEN NAME?

Challenge Answer:

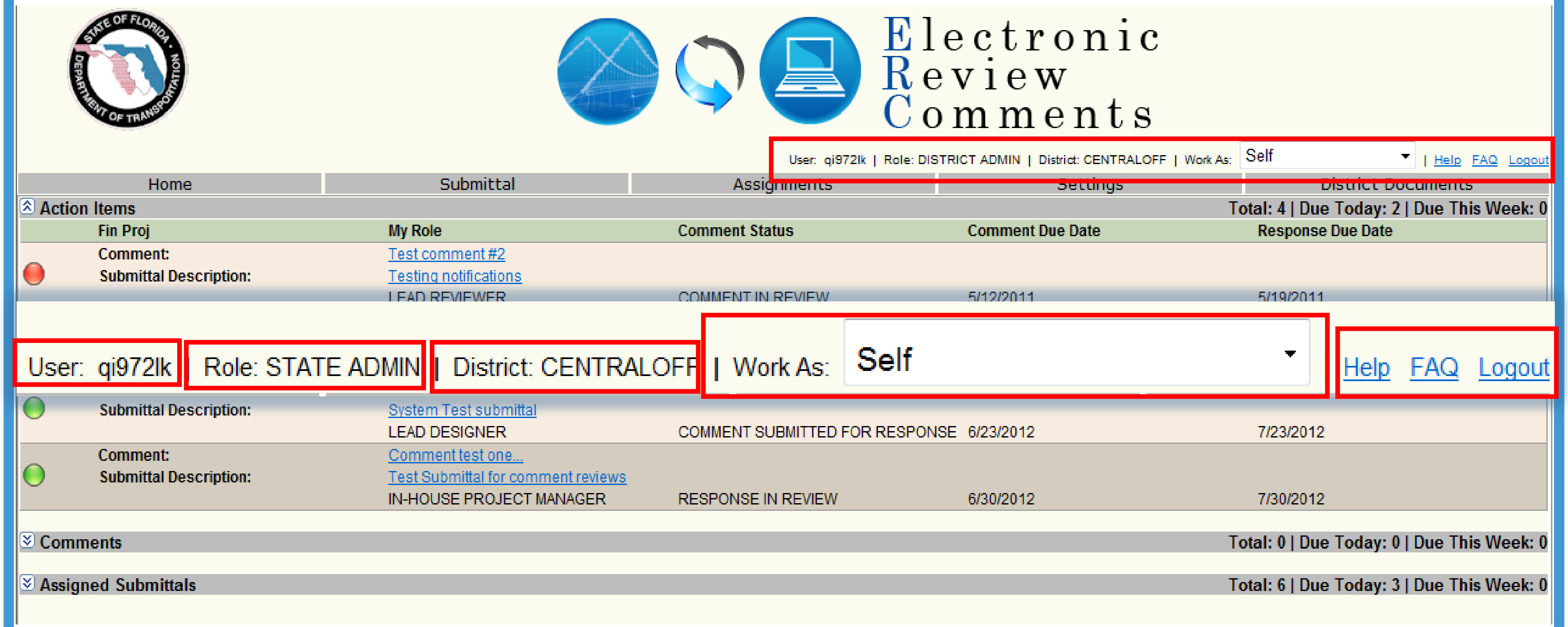
Change Challenge
Change Email Address

Update your information and click Update

Update your Challenge Question and Answer

Please remember if you change your e-mail address, this will change your ISA User Id

# Home Page


Electronic
Review
Comments
Home
Submittal
Assignments
Settings
District Documents
Help
FAQ
Logout

User: qi972lk | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self

User: qi972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Action Items — Total: 4 | Due Today: 2 | Due This Week: 0

|  | Fin Proj | My Role | Comment Status | Comment Due Date | Response Due Date |
|---|---|---|---|---|---|
| 🔴 | Comment: | Test comment #2 |  |  |  |
|  | Submittal Description: | Testing notifications |  |  |  |
|  |  | LEAD REVIEWER | COMMENT IN REVIEW | 5/12/2011 | 5/19/2011 |
| 🟢 | Submittal Description: | System Test submittal |  |  |  |
|  |  | LEAD DESIGNER | COMMENT SUBMITTED FOR RESPONSE | 6/23/2012 | 7/23/2012 |
| 🟢 | Comment: | Comment test one... |  |  |  |
|  | Submittal Description: | Test Submittal for comment reviews |  |  |  |
|  |  | IN-HOUSE PROJECT MANAGER | RESPONSE IN REVIEW | 6/30/2012 | 7/30/2012 |

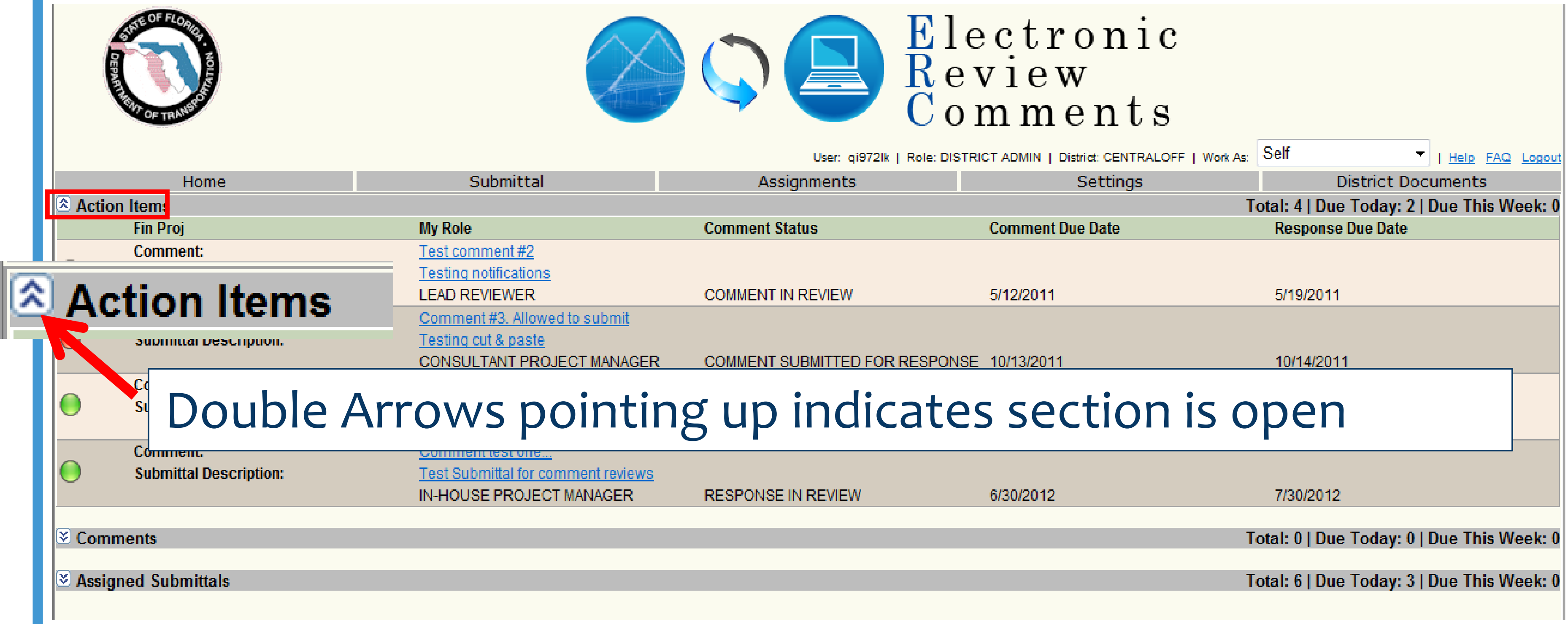
Comments — Total: 0 | Due Today: 0 | Due This Week: 0

Assigned Submittals — Total: 6 | Due Today: 3 | Due This Week: 0

# Home Page

- Three Sections
    - Action Items: list of active comments on a submittal that requires action from the user
    - Comments: list of all comments created by a user on an open submittal
    - Assigned Submittals: list of all open submittals assigned to the user

# Home Page


Electronic
Review
Comments
User: qi972lk | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self | Help FAQ Logout
Home
Submittal
Assignments
Settings
District Documents
Action Items

**Action Items** — Total: 4 | Due Today: 2 | Due This Week: 0

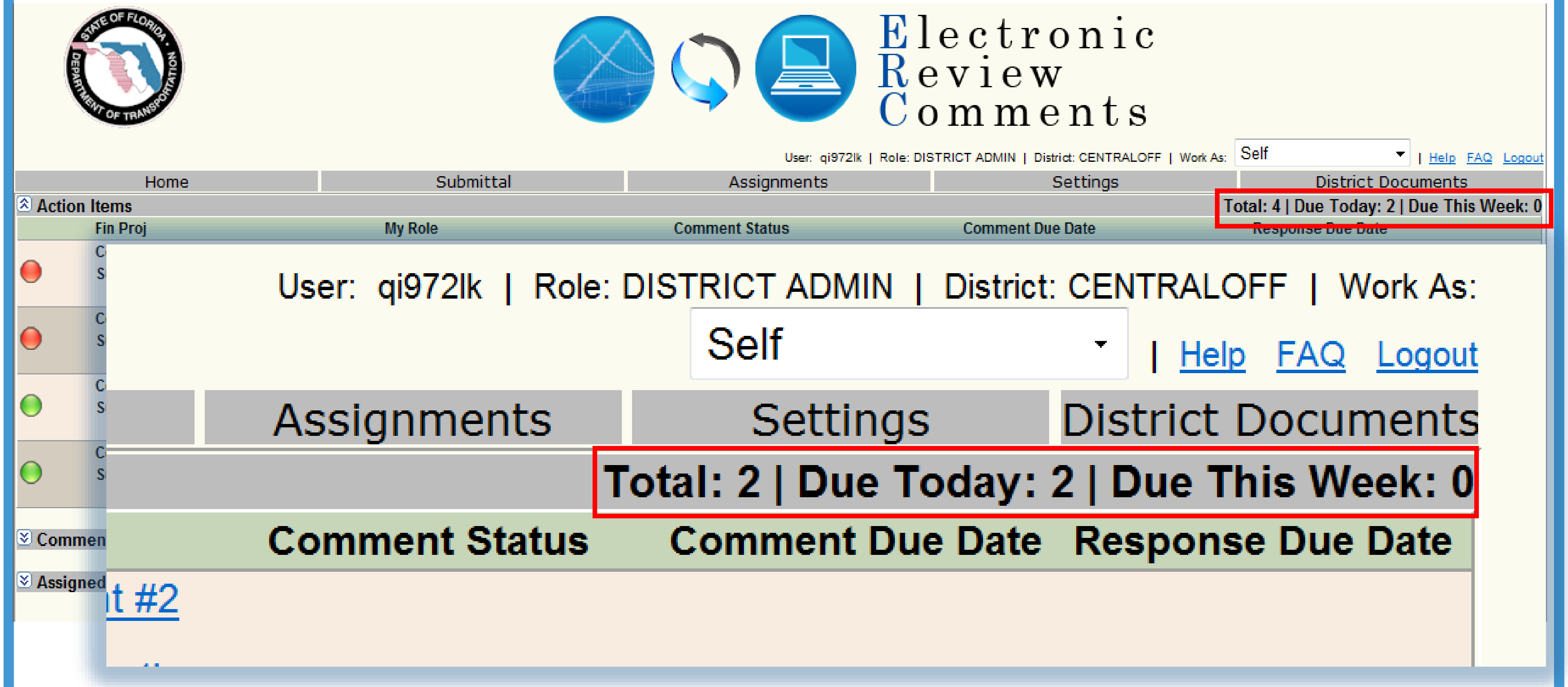
| | Fin Proj | My Role | Comment Status | Comment Due Date | Response Due Date |
|---|---|---|---|---|---|
| | Comment: | Test comment #2 | | | |
| | | Testing notifications | | | |
| | | LEAD REVIEWER | COMMENT IN REVIEW | 5/12/2011 | 5/19/2011 |
| | | Comment #3. Allowed to submit | | | |
| | Submittal Description: | Testing cut & paste | | | |
| | | CONSULTANT PROJECT MANAGER | COMMENT SUBMITTED FOR RESPONSE | 10/13/2011 | 10/14/2011 |
| ● | Co<br>Su | | | | |
| | Comment: | Comment test one... | | | |
| ● | Submittal Description: | Test Submittal for comment reviews | | | |
| | | IN-HOUSE PROJECT MANAGER | RESPONSE IN REVIEW | 6/30/2012 | 7/30/2012 |

**Comments** — Total: 0 | Due Today: 0 | Due This Week: 0

**Assigned Submittals** — Total: 6 | Due Today: 3 | Due This Week: 0

Double Arrows pointing up indicates section is open

# Home Page



Electronic Review Comments

User: qi972lk | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home
Submittal
Assignments
Settings
District Documents
Action Items

Total: 4 | Due Today: 2 | Due This Week: 0

Fin Proj | My Role | Comment Status | Comment Due Date | Response Due Date

Commen
Assigned

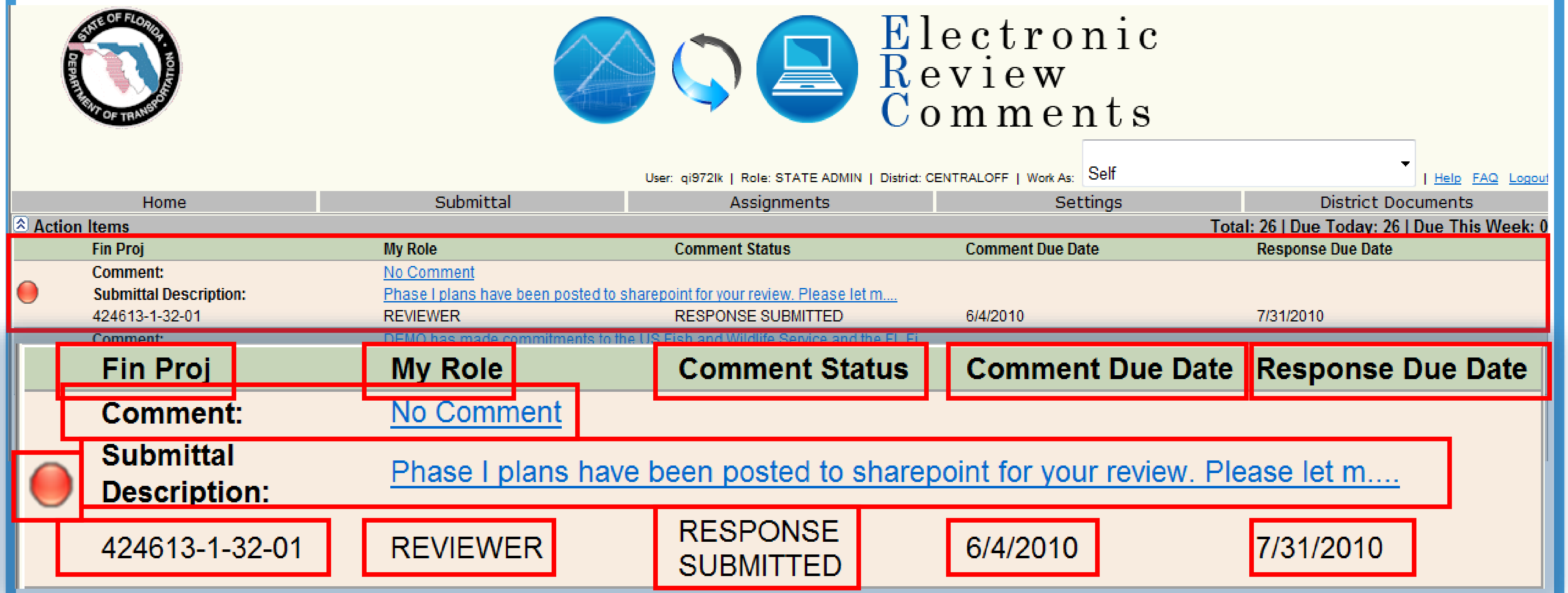
User: qi972lk | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Assignments
Settings
District Documents

Total: 2 | Due Today: 2 | Due This Week: 0

Comment Status | Comment Due Date | Response Due Date

# Home Page


Electronic
Review
Comments
Home
Submittal
Assignments
Settings
District Documents
| Help FAQ Logout

User: qi972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Action Items — Total: 26 | Due Today: 26 | Due This Week: 0

| Fin Proj | My Role | Comment Status | Comment Due Date | Response Due Date |
|---|---|---|---|---|
| Comment: | No Comment | | | |
| Submittal Description: | Phase I plans have been posted to sharepoint for your review. Please let m.... | | | |
| 424613-1-32-01 | REVIEWER | RESPONSE SUBMITTED | 6/4/2010 | 7/31/2010 |
| Comment: | DEMO has made commitments to the US Fish and Wildlife Service and the FL Fi | | | |

| Fin Proj | My Role | Comment Status | Comment Due Date | Response Due Date |
|---|---|---|---|---|
| Comment: | No Comment | | | |
| Submittal Description: | Phase I plans have been posted to sharepoint for your review. Please let m.... | | | |
| 424613-1-32-01 | REVIEWER | RESPONSE SUBMITTED | 6/4/2010 | 7/31/2010 |

# Home Page

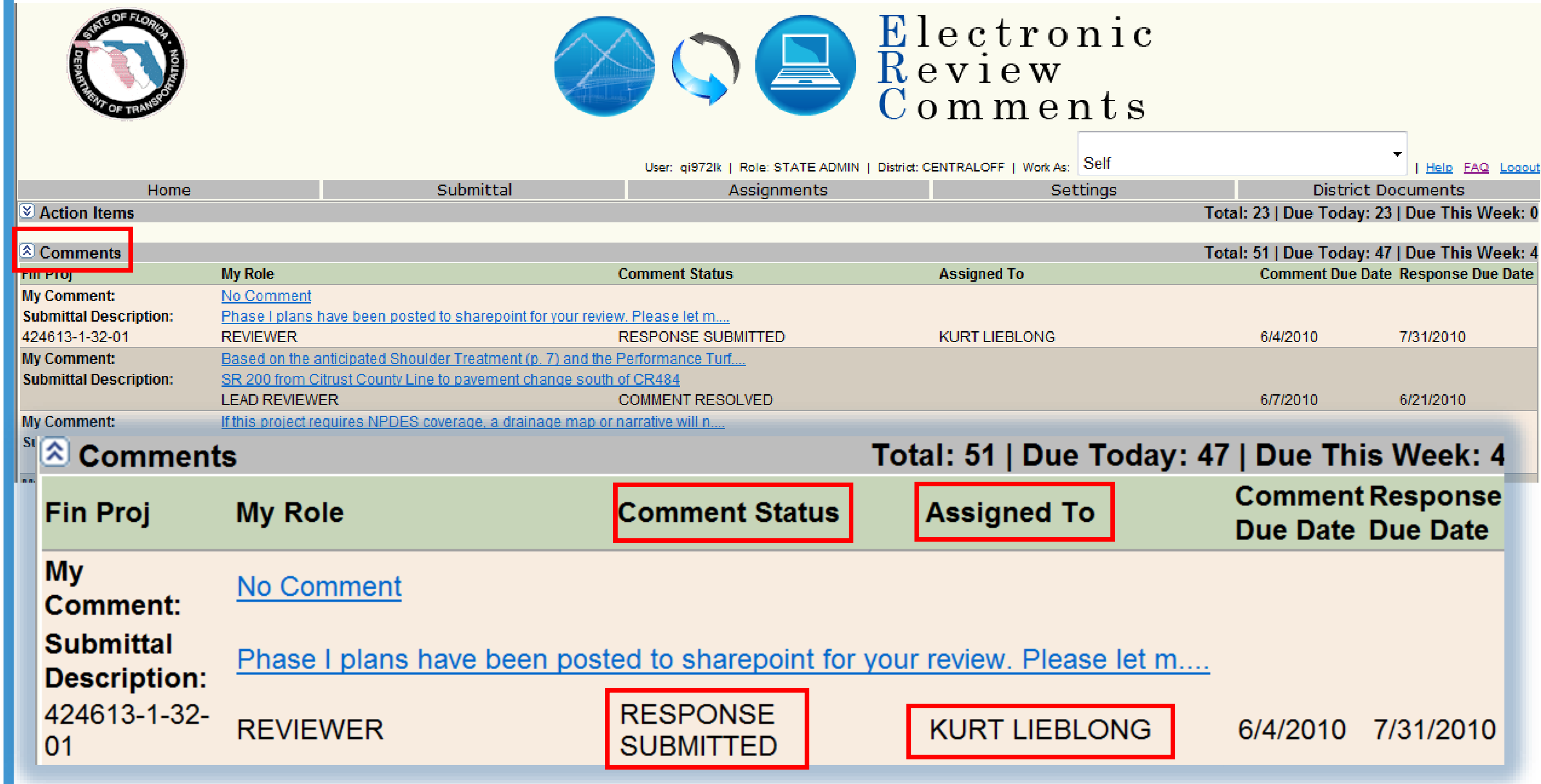
🟢 Green indicates that the due date is more than 1 week away

🟡 Yellow indicates that the due date is within 1 week

🔴 Red indicates that the due date has passed

🔵 Blue indicates that the due date has passed and there is nothing assigned for action

# Home Page



Electronic Review Comments

User: qi972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help FAQ Logout

**Action Items** Total: 23 | Due Today: 23 | Due This Week: 0

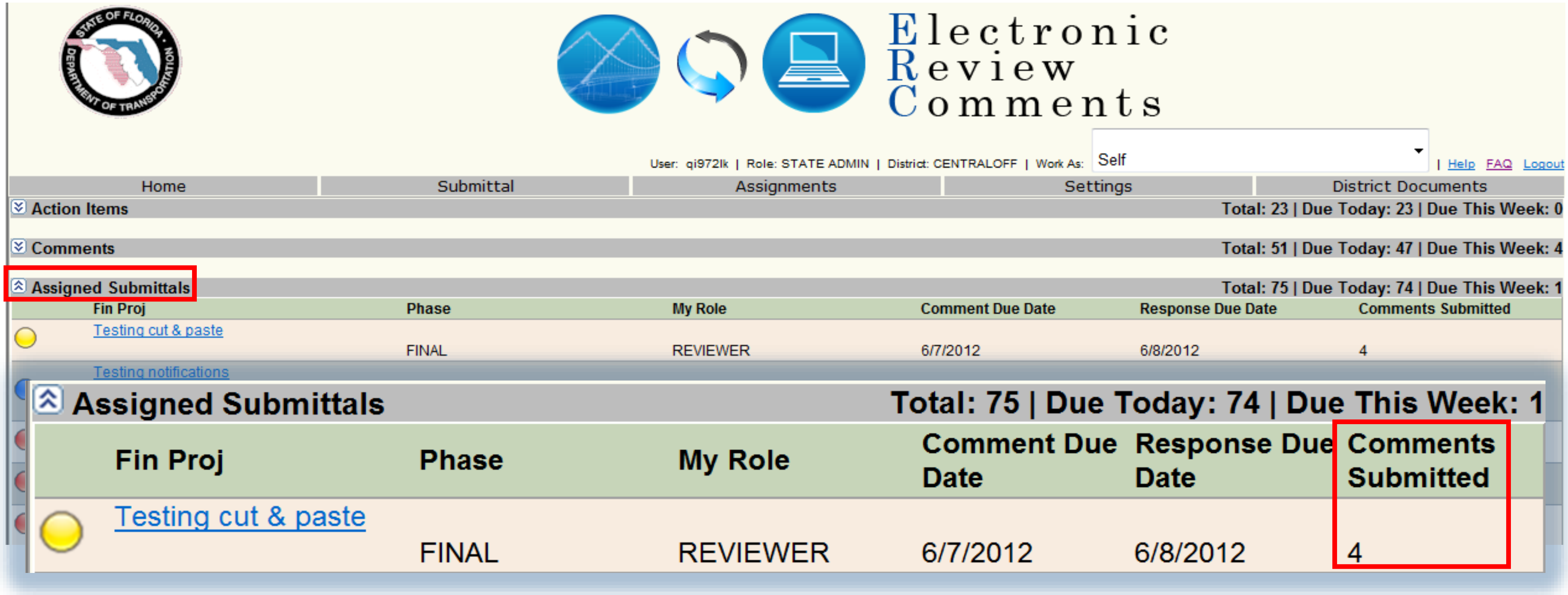
**Comments** Total: 51 | Due Today: 47 | Due This Week: 4

| Fin Proj | My Role | Comment Status | Assigned To | Comment Due Date | Response Due Date |
|---|---|---|---|---|---|
| **My Comment:** | No Comment | | | | |
| **Submittal Description:** | Phase I plans have been posted to sharepoint for your review. Please let m.... | | | | |
| 424613-1-32-01 | REVIEWER | RESPONSE SUBMITTED | KURT LIEBLONG | 6/4/2010 | 7/31/2010 |
| **My Comment:** | Based on the anticipated Shoulder Treatment (p. 7) and the Performance Turf.... | | | | |
| **Submittal Description:** | SR 200 from Citrust County Line to pavement change south of CR484 | | | | |
| | LEAD REVIEWER | COMMENT RESOLVED | | 6/7/2010 | 6/21/2010 |
| **My Comment:** | If this project requires NPDES coverage, a drainage map or narrative will n.... | | | | |

**Comments** Total: 51 | Due Today: 47 | Due This Week: 4

| Fin Proj | My Role | Comment Status | Assigned To | Comment Due Date | Response Due Date |
|---|---|---|---|---|---|
| **My Comment:** | No Comment | | | | |
| **Submittal Description:** | Phase I plans have been posted to sharepoint for your review. Please let m.... | | | | |
| 424613-1-32-01 | REVIEWER | RESPONSE SUBMITTED | KURT LIEBLONG | 6/4/2010 | 7/31/2010 |

# Home Page


STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
Electronic Review Comments
| Help | FAQ | Logout
Home
Submittal
Assignments
Settings
District Documents

User: qi972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

**Action Items** Total: 23 | Due Today: 23 | Due This Week: 0

**Comments** Total: 51 | Due Today: 47 | Due This Week: 4

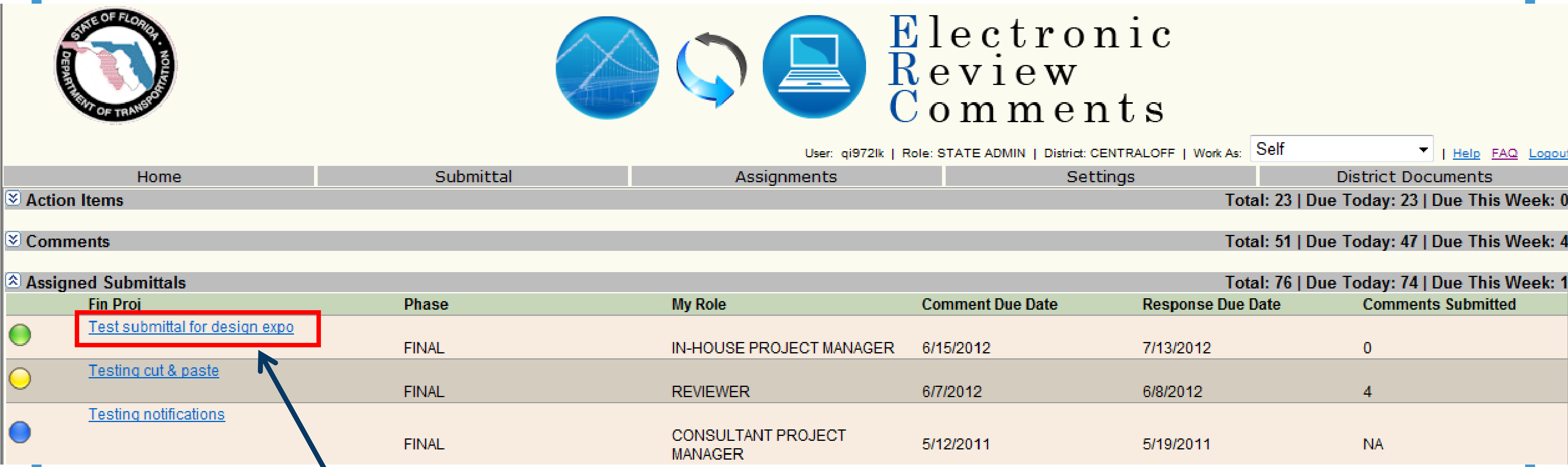
**Assigned Submittals** Total: 75 | Due Today: 74 | Due This Week: 1

| | Fin Proj | Phase | My Role | Comment Due Date | Response Due Date | Comments Submitted |
|---|---|---|---|---|---|---|
| ● | Testing cut & paste | FINAL | REVIEWER | 6/7/2012 | 6/8/2012 | 4 |
| | Testing notifications | | | | | |

**Assigned Submittals** Total: 75 | Due Today: 74 | Due This Week: 1

| | Fin Proj | Phase | My Role | Comment Due Date | Response Due Date | Comments Submitted |
|---|---|---|---|---|---|---|
| ● | Testing cut & paste | FINAL | REVIEWER | 6/7/2012 | 6/8/2012 | 4 |

# Home Page


Electronic Review Comments
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Self
Help
FAQ
Logou

User: qi972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self |

**Action Items** Total: 23 | Due Today: 23 | Due This Week: 0

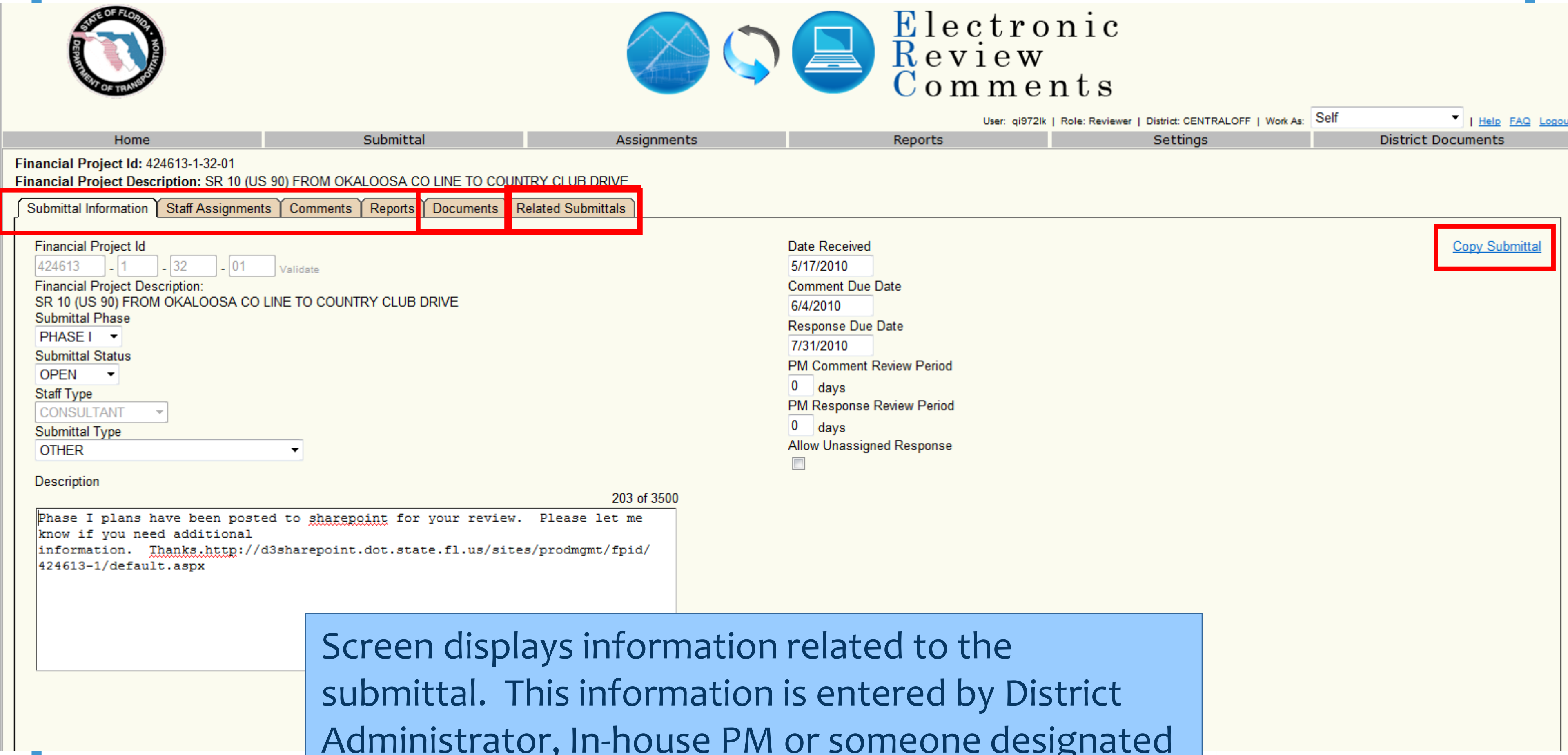
**Comments** Total: 51 | Due Today: 47 | Due This Week: 4

**Assigned Submittals** Total: 76 | Due Today: 74 | Due This Week: 1

| | Fin Proj | Phase | My Role | Comment Due Date | Response Due Date | Comments Submitted |
|---|---|---|---|---|---|---|
| 🟢 | Test submittal for design expo | FINAL | IN-HOUSE PROJECT MANAGER | 6/15/2012 | 7/13/2012 | 0 |
| 🟡 | Testing cut & paste | FINAL | REVIEWER | 6/7/2012 | 6/8/2012 | 4 |
| 🔵 | Testing notifications | FINAL | CONSULTANT PROJECT MANAGER | 5/12/2011 | 5/19/2011 | NA |

Click to go to the Submittal Screen

# Submittal Screen


Electronic Review Comments
Help
FAQ
Home
Submittal
Assignments
Reports
Settings
District Documents
Submittal Information
Staff Assignments
Comments
Reports
Documents
Related Submittals
Copy Submittal
Validate

User: qi972lk | Role: Reviewer | District: CENTRALOFF | Work As: Self

**Financial Project Id:** 424613-1-32-01

**Financial Project Description:** SR 10 (US 90) FROM OKALOOSA CO LINE TO COUNTRY CLUB DRIVE

Financial Project Id: 424613 - 1 - 32 - 01

Financial Project Description:
SR 10 (US 90) FROM OKALOOSA CO LINE TO COUNTRY CLUB DRIVE

Submittal Phase: PHASE I

Submittal Status: OPEN

Staff Type: CONSULTANT

Submittal Type: OTHER

Description: 203 of 3500

```
Phase I plans have been posted to sharepoint for your review.  Please let me
know if you need additional
information.  Thanks.http://d3sharepoint.dot.state.fl.us/sites/prodmgmt/fpid/
424613-1/default.aspx
```

Date Received: 5/17/2010

Comment Due Date: 6/4/2010

Response Due Date: 7/31/2010

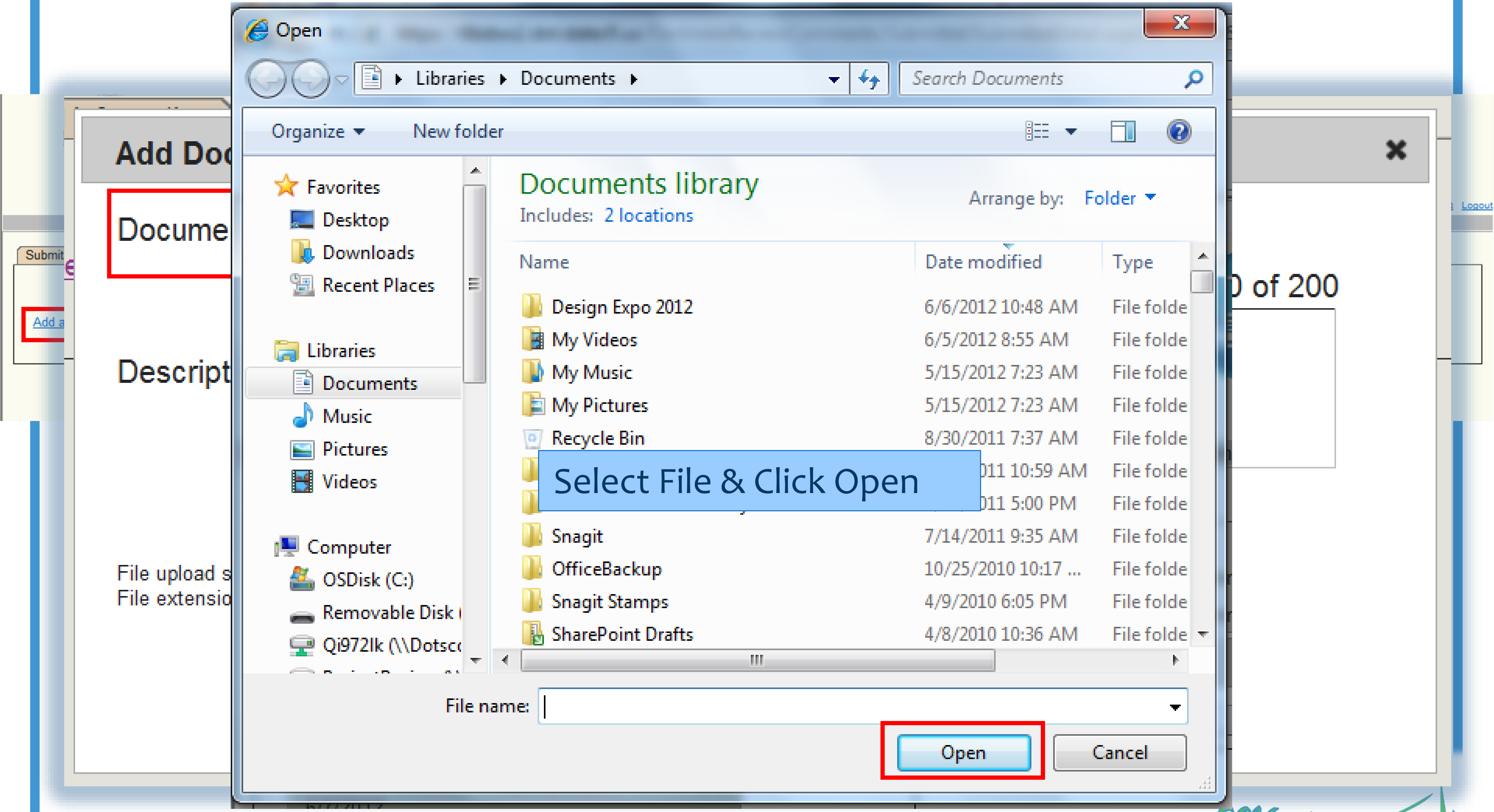
PM Comment Review Period: 0 days

PM Response Review Period: 0 days

Allow Unassigned Response ☐

Screen displays information related to the submittal. This information is entered by District Administrator, In-house PM or someone designated by the district as a 'Submittal Creator'

# Documents Screen



Add Doc

Docume

Descript

File upload s
File extensio

0 of 200

Open

Libraries ▸ Documents ▸

Search Documents

Organize ▾ New folder

Favorites
- Desktop
- Downloads
- Recent Places

Libraries
- Documents
- Music
- Pictures
- Videos

Computer
- OSDisk (C:)
- Removable Disk (
- Qi972lk (\\Dotsc

Documents library
Includes: 2 locations

Arrange by: Folder ▾

| Name | Date modified | Type |
|---|---|---|
| Design Expo 2012 | 6/6/2012 10:48 AM | File folde |
| My Videos | 6/5/2012 8:55 AM | File folde |
| My Music | 5/15/2012 7:23 AM | File folde |
| My Pictures | 5/15/2012 7:23 AM | File folde |
| Recycle Bin | 8/30/2011 7:37 AM | File folde |
|  | 011 10:59 AM | File folde |
|  | 011 5:00 PM | File folde |
| Snagit | 7/14/2011 9:35 AM | File folde |
| OfficeBackup | 10/25/2010 10:17 ... | File folde |
| Snagit Stamps | 4/9/2010 6:05 PM | File folde |
| SharePoint Drafts | 4/8/2010 10:36 AM | File folde |

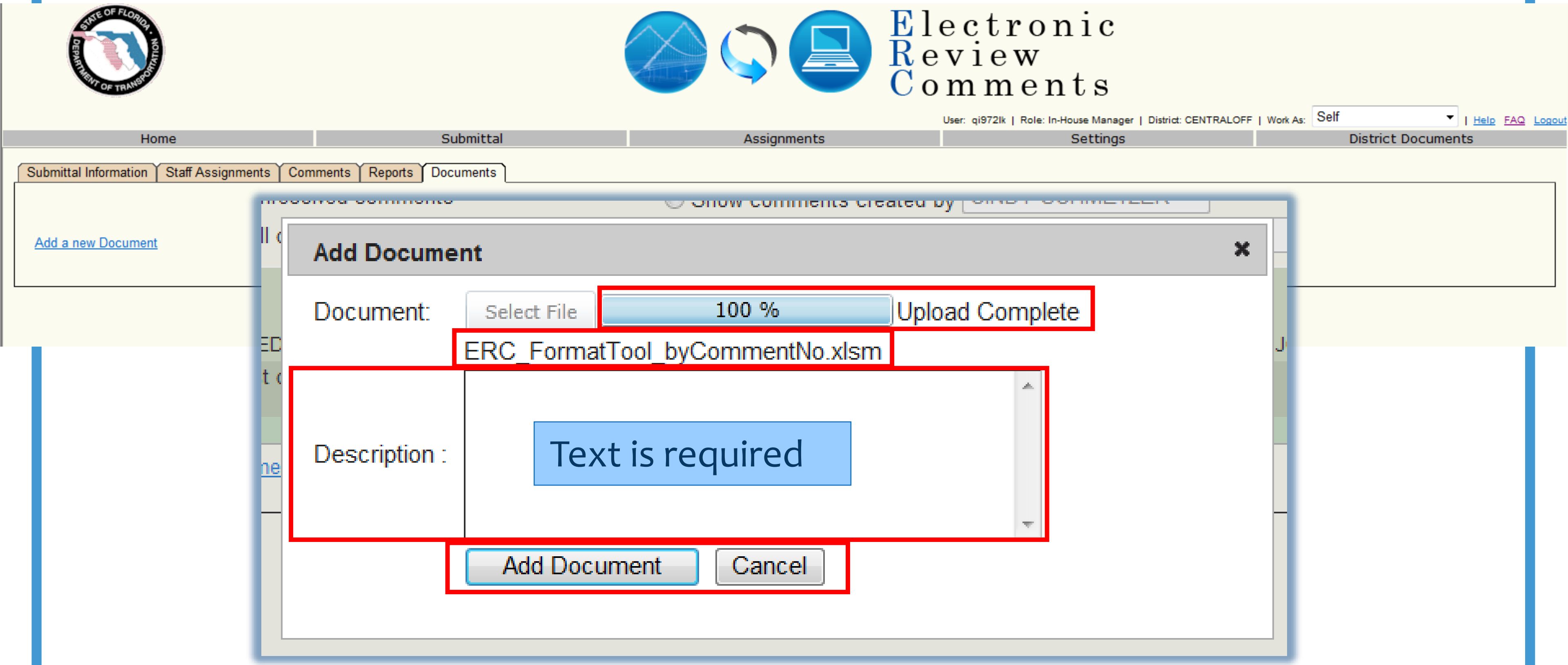
Select File & Click Open

File name:

Open Cancel

2016 Design Training Expo

# Documents Screen


Electronic Review Comments
Home
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Assignments
Settings
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Submittal Information
Staff Assignments
Comments
Reports
Documents
Add a new Document
Add Document
Select File
Add Document
Cancel

User: qi972lk | Role: In-House Manager | District: CENTRALOFF | Work As: Self | Help FAQ Logout

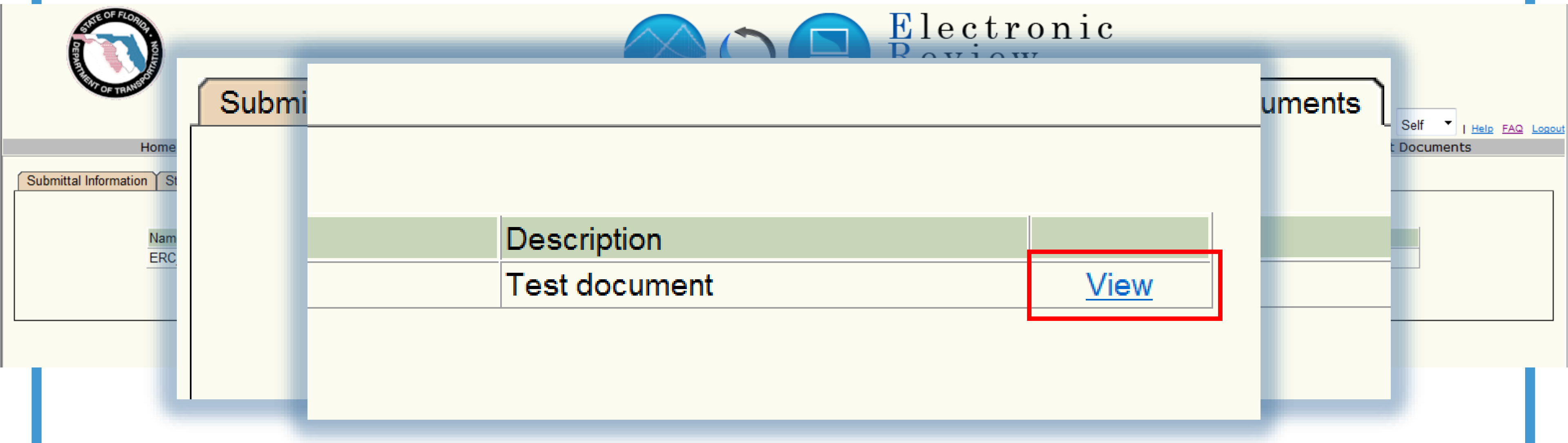
Document: 100 % Upload Complete

ERC_FormatTool_byCommentNo.xlsm

Description :

Text is required

# Documents Screen


Electronic Review
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Self
Help
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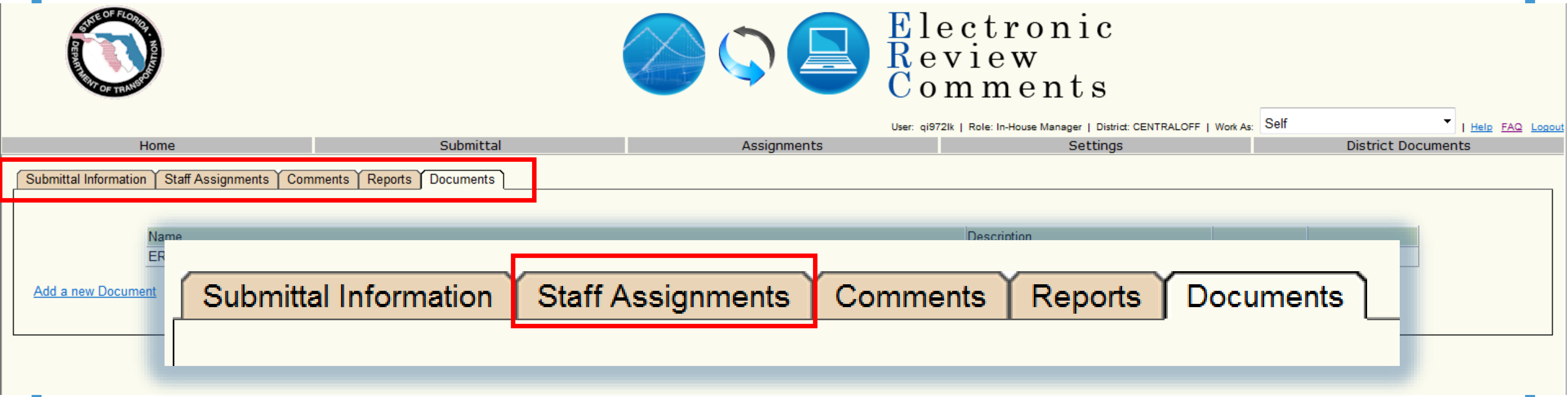
ERC

| Description | |
|---|---|
| Test document | View |

# Documents Screen



User: qi972lk | Role: In-House Manager | District: CENTRALOFF | Work As: Self

Electronic Review Comments
| Help FAQ Logout
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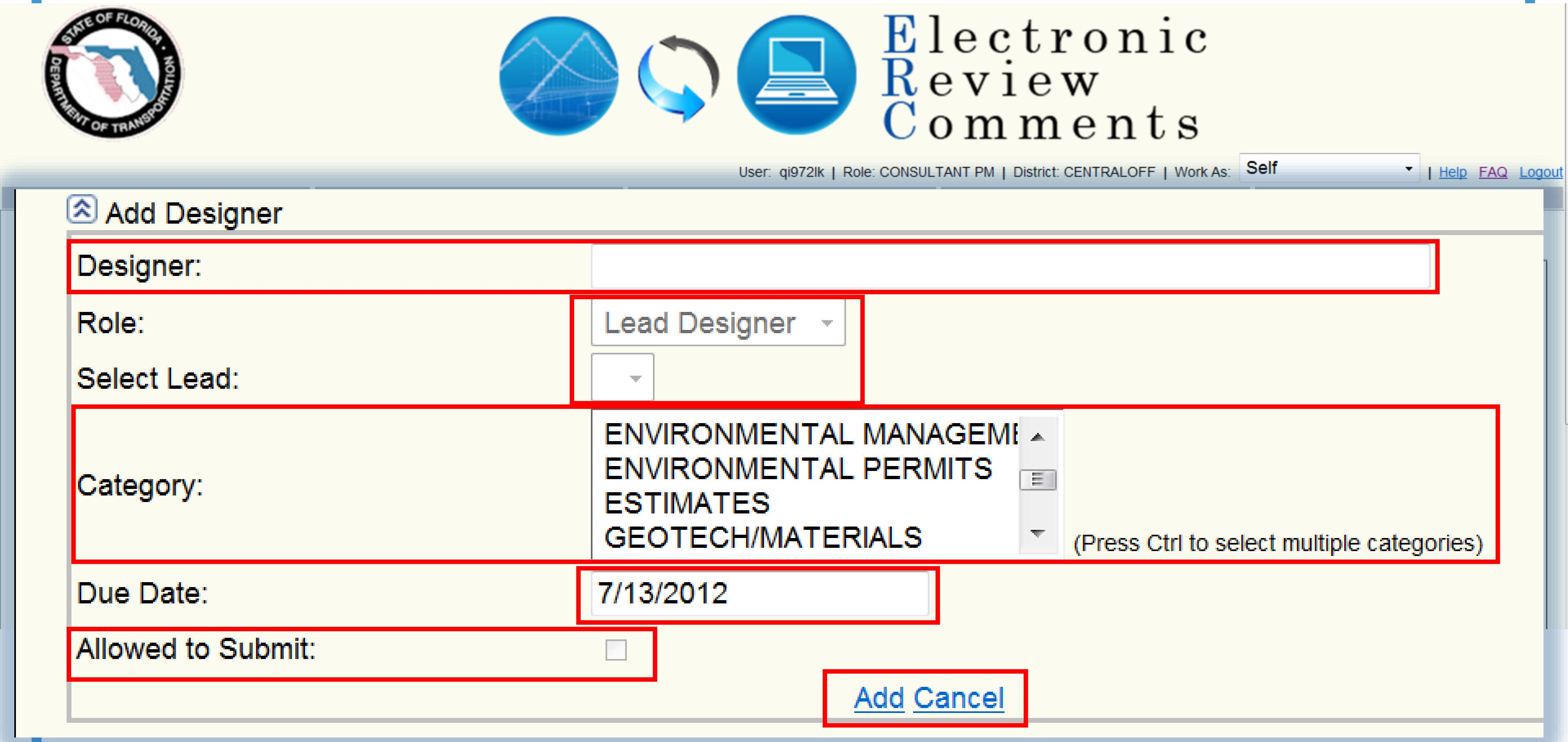
District Documents
Submittal Information
Staff Assignments
Comments
Reports
Documents
Name
Description
ER
Add a new Document
Submittal Information
Staff Assignments
Comments
Reports
Documents

# Staff Assignment Screen



Electronic Review Comments

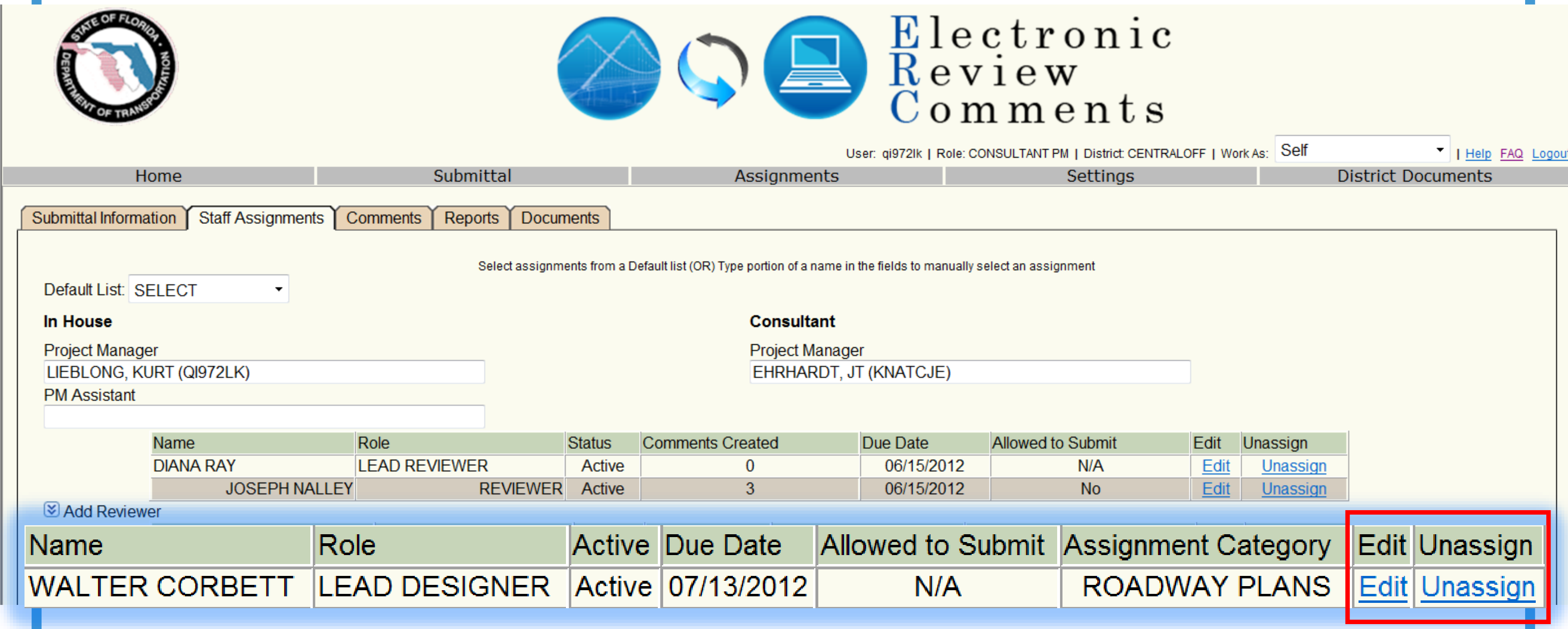
User: qi972lk | Role: CONSULTANT PM | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Add Designer

| | |
|---|---|
| Designer: | |
| Role: | Lead Designer |
| Select Lead: | |
| Category: | ENVIRONMENTAL MANAGEME<br>ENVIRONMENTAL PERMITS<br>ESTIMATES<br>GEOTECH/MATERIALS |
| Due Date: | 7/13/2012 |
| Allowed to Submit: | ☐ |

(Press Ctrl to select multiple categories)

# Staff Assignment Screen



Electronic Review Comments

User: qi972lk | Role: CONSULTANT PM | District: CENTRALOFF | Work As: Self | Help FAQ Logou

Home | Submittal | Assignments | Settings | District Documents

Submittal Information | Staff Assignments | Comments | Reports | Documents

Select assignments from a Default list (OR) Type portion of a name in the fields to manually select an assignment

Default List: SELECT

**In House**

Project Manager: LIEBLONG, KURT (QI972LK)

PM Assistant:

**Consultant**

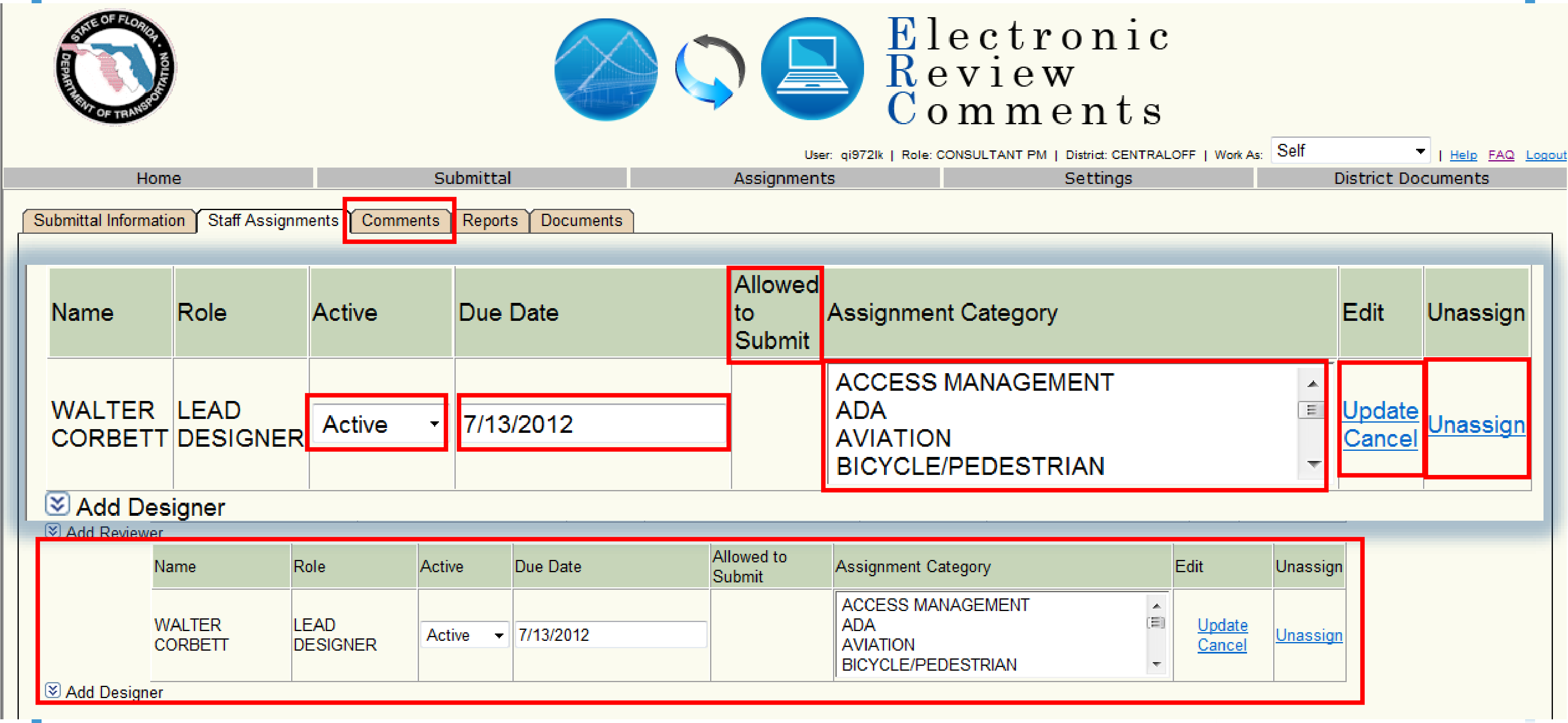
Project Manager: EHRHARDT, JT (KNATCJE)

| Name | Role | Status | Comments Created | Due Date | Allowed to Submit | Edit | Unassign |
|---|---|---|---|---|---|---|---|
| DIANA RAY | LEAD REVIEWER | Active | 0 | 06/15/2012 | N/A | Edit | Unassign |
| JOSEPH NALLEY | REVIEWER | Active | 3 | 06/15/2012 | No | Edit | Unassign |

Add Reviewer

| Name | Role | Active | Due Date | Allowed to Submit | Assignment Category | Edit | Unassign |
|---|---|---|---|---|---|---|---|
| WALTER CORBETT | LEAD DESIGNER | Active | 07/13/2012 | N/A | ROADWAY PLANS | Edit | Unassign |

# Staff Assignment Screen



Electronic
Review
Comments

User: qi972lk | Role: CONSULTANT PM | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home
Submittal
Assignments
Settings
District Documents
Submittal Information
Staff Assignments
Comments
Reports
Documents

| Name | Role | Active | Due Date | Allowed to Submit | Assignment Category | Edit | Unassign |
|---|---|---|---|---|---|---|---|
| WALTER CORBETT | LEAD DESIGNER | Active | 7/13/2012 | | ACCESS MANAGEMENT<br>ADA<br>AVIATION<br>BICYCLE/PEDESTRIAN | Update<br>Cancel | Unassign |

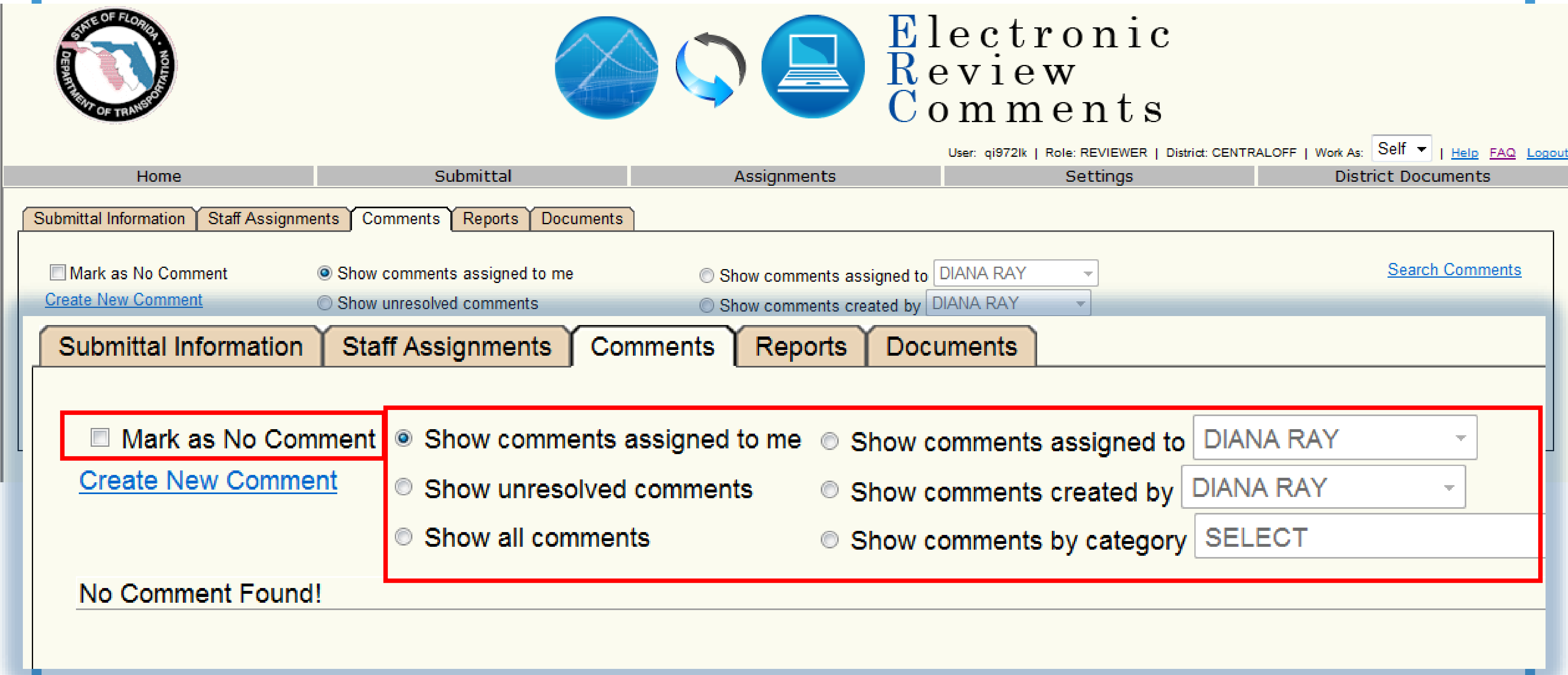
Add Designer

Add Reviewer

| Name | Role | Active | Due Date | Allowed to Submit | Assignment Category | Edit | Unassign |
|---|---|---|---|---|---|---|---|
| WALTER CORBETT | LEAD DESIGNER | Active | 7/13/2012 | | ACCESS MANAGEMENT<br>ADA<br>AVIATION<br>BICYCLE/PEDESTRIAN | Update<br>Cancel | Unassign |

Add Designer

# Comment Screen



Electronic Review Comments

User: qi972lk | Role: REVIEWER | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home | Submittal | Assignments | Settings | District Documents

Submittal Information | Staff Assignments | Comments | Reports | Documents

☐ Mark as No Comment

Create New Comment

Search Comments

● Show comments assigned to me

○ Show unresolved comments

○ Show all comments

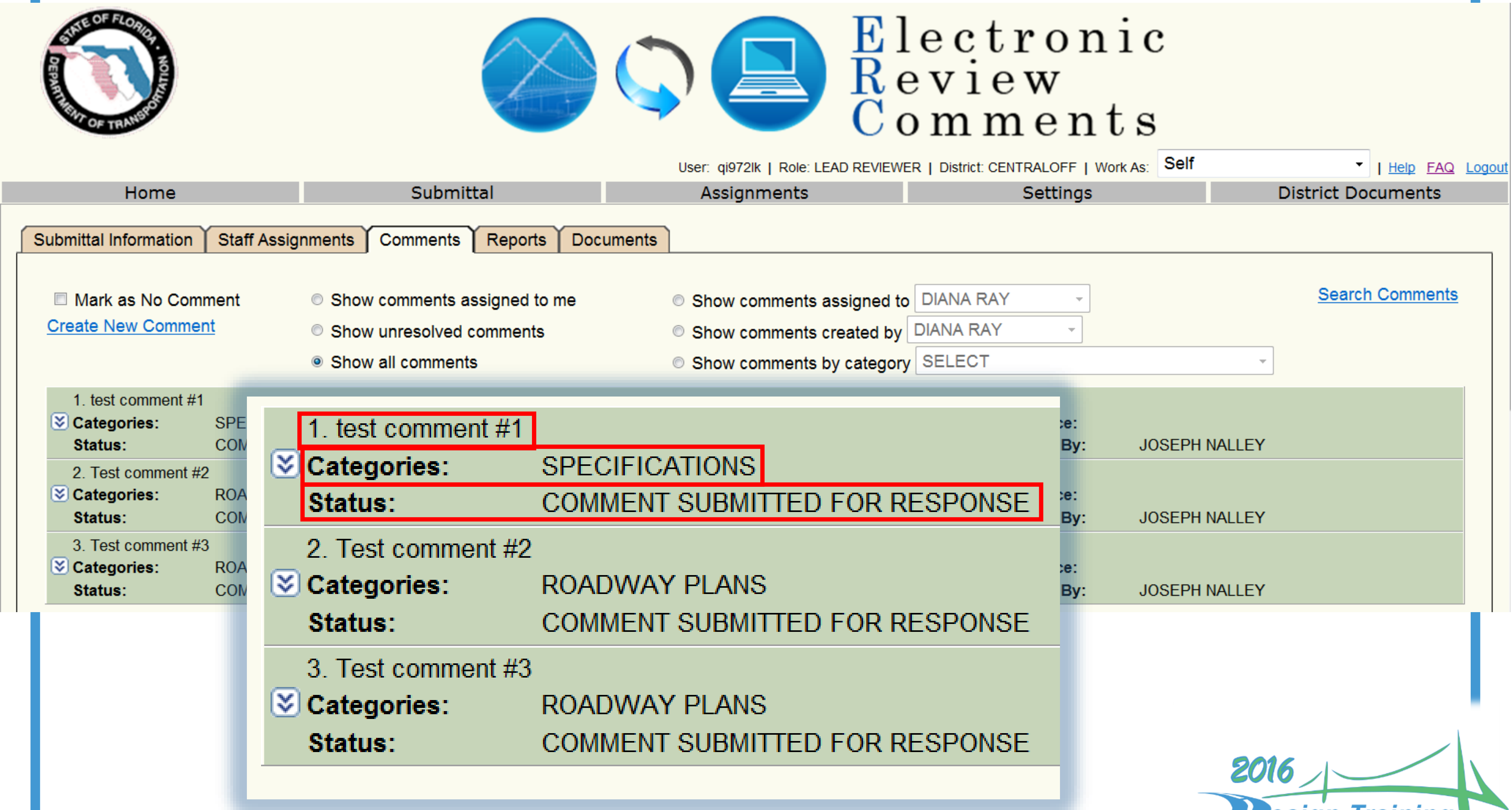
○ Show comments assigned to DIANA RAY

○ Show comments created by DIANA RAY

○ Show comments by category SELECT

No Comment Found!

# Comment Screen



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
Electronic Review Comments

User: qi972lk | Role: LEAD REVIEWER | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home
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☐ Mark as No Comment
Create New Comment

○ Show comments assigned to me
○ Show unresolved comments
● Show all comments

○ Show comments assigned to DIANA RAY
○ Show comments created by DIANA RAY
○ Show comments by category SELECT

Search Comments

1. test comment #1
**Categories:** SPE
**Status:** COM
By: JOSEPH NALLEY

2. Test comment #2
**Categories:** ROA
**Status:** COM
By: JOSEPH NALLEY

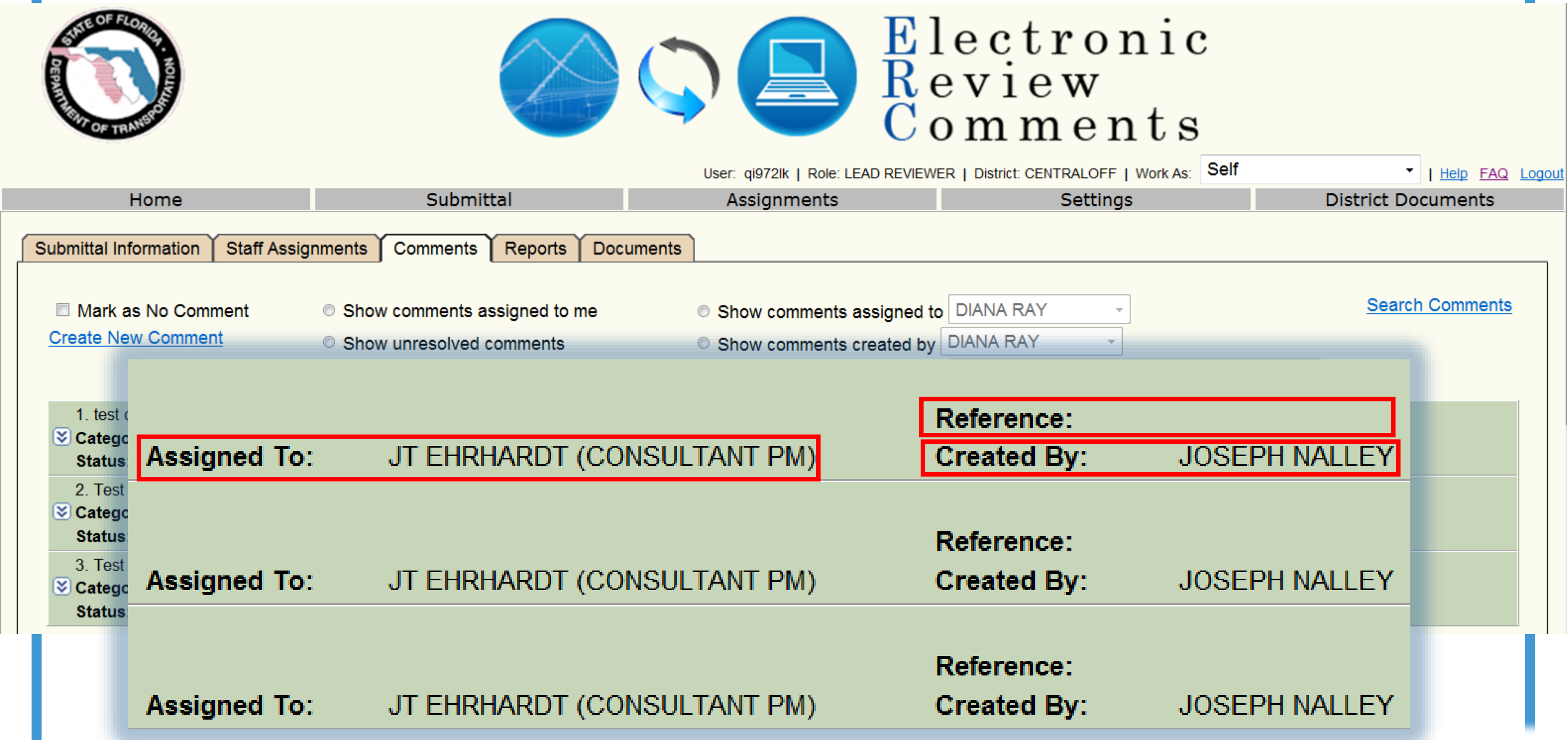
3. Test comment #3
**Categories:** ROA
**Status:** COM
By: JOSEPH NALLEY

1. test comment #1
**Categories:** SPECIFICATIONS
**Status:** COMMENT SUBMITTED FOR RESPONSE

2. Test comment #2
**Categories:** ROADWAY PLANS
**Status:** COMMENT SUBMITTED FOR RESPONSE

3. Test comment #3
**Categories:** ROADWAY PLANS
**Status:** COMMENT SUBMITTED FOR RESPONSE

# Comment Screen


Electronic Review Comments
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Documents
Help
FAQ
Logout
Search Comments
Create New Comment

User: qi972lk | Role: LEAD REVIEWER | District: CENTRALOFF | Work As: Self

☐ Mark as No Comment

○ Show comments assigned to me

○ Show unresolved comments

○ Show comments assigned to DIANA RAY

○ Show comments created by DIANA RAY

1. test c
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Status

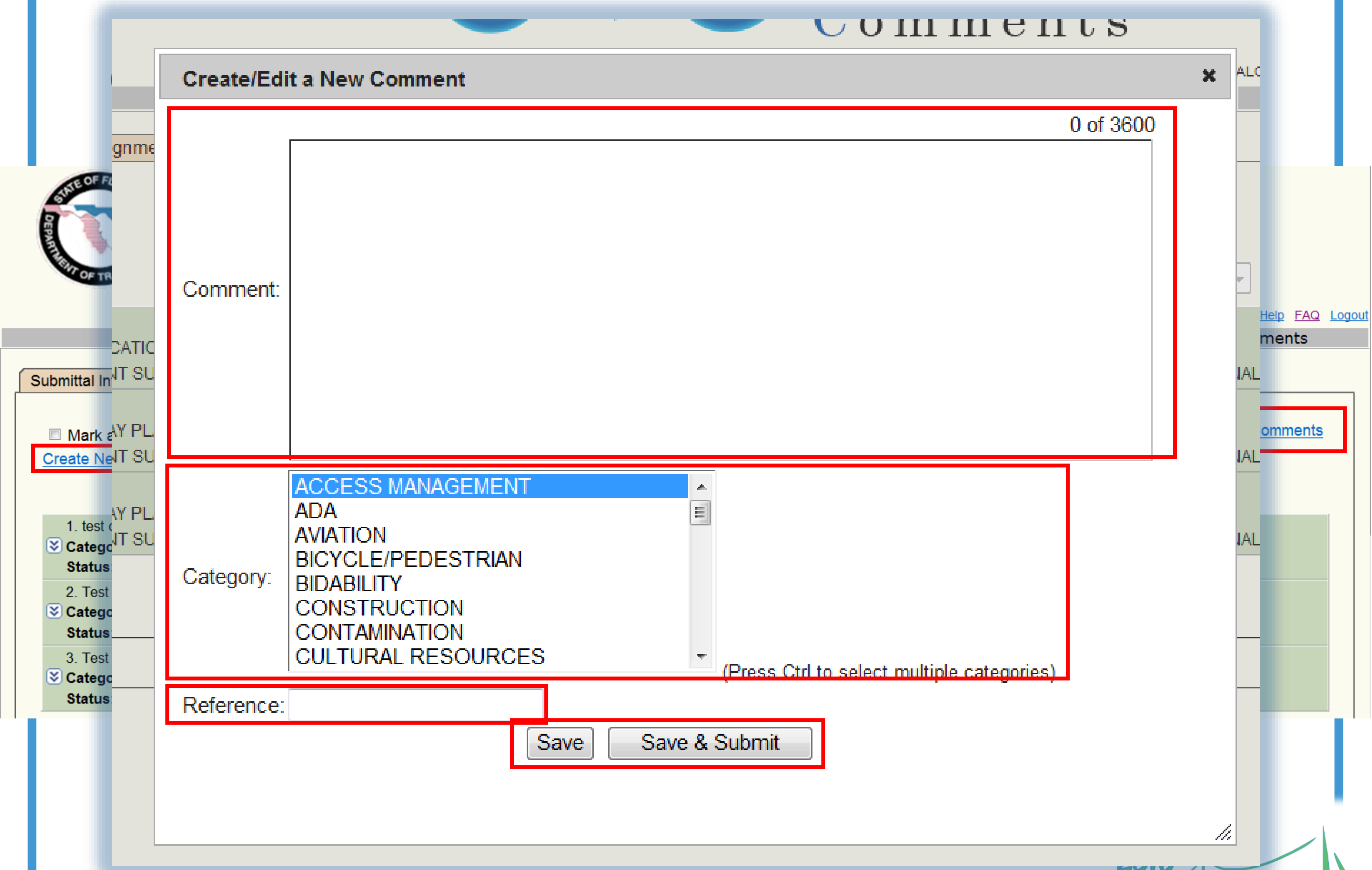
2. Test
Catego
Status

3. Test
Catego
Status

**Assigned To:** JT EHRHARDT (CONSULTANT PM)
**Reference:**
**Created By:** JOSEPH NALLEY

**Assigned To:** JT EHRHARDT (CONSULTANT PM)
**Reference:**
**Created By:** JOSEPH NALLEY

**Assigned To:** JT EHRHARDT (CONSULTANT PM)
**Reference:**
**Created By:** JOSEPH NALLEY



**Create/Edit a New Comment**

0 of 3600

Comment:

Category:

- ACCESS MANAGEMENT
- ADA
- AVIATION
- BICYCLE/PEDESTRIAN
- BIDABILITY
- CONSTRUCTION
- CONTAMINATION
- CULTURAL RESOURCES

(Press Ctrl to select multiple categories)

Reference:

✖
Save
Save & Submit
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FAQ
Logout
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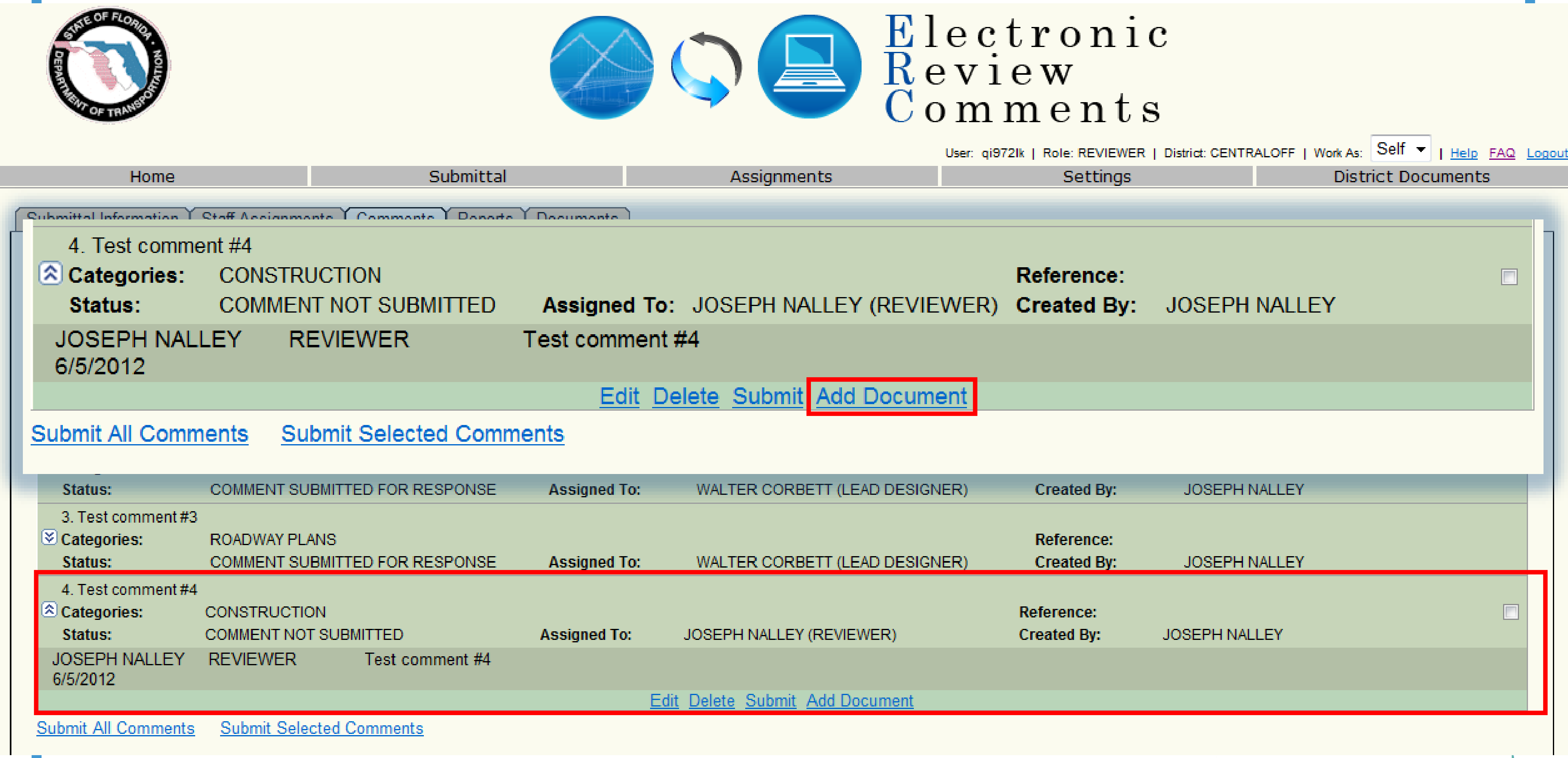
# Comment Screen


Electronic
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Staff Assignments
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Documents
Help
FAQ
Logout

User: qi972lk | Role: REVIEWER | District: CENTRALOFF | Work As: Self

4. Test comment #4

**Categories:** CONSTRUCTION **Reference:** ☐

**Status:** COMMENT NOT SUBMITTED **Assigned To:** JOSEPH NALLEY (REVIEWER) **Created By:** JOSEPH NALLEY

JOSEPH NALLEY 6/5/2012 REVIEWER Test comment #4

Edit Delete Submit Add Document

Submit All Comments Submit Selected Comments

**Status:** COMMENT SUBMITTED FOR RESPONSE **Assigned To:** WALTER CORBETT (LEAD DESIGNER) **Created By:** JOSEPH NALLEY

3. Test comment #3

**Categories:** ROADWAY PLANS **Reference:**

**Status:** COMMENT SUBMITTED FOR RESPONSE **Assigned To:** WALTER CORBETT (LEAD DESIGNER) **Created By:** JOSEPH NALLEY

4. Test comment #4

**Categories:** CONSTRUCTION **Reference:** ☐

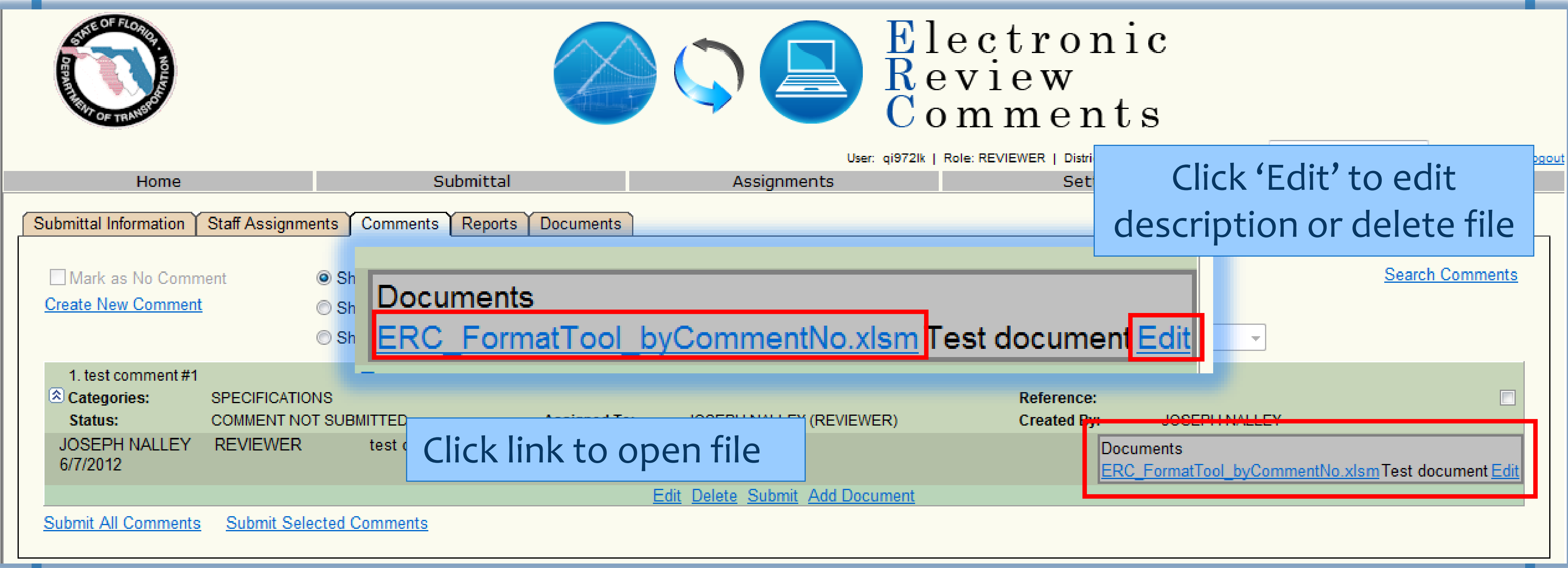
**Status:** COMMENT NOT SUBMITTED **Assigned To:** JOSEPH NALLEY (REVIEWER) **Created By:** JOSEPH NALLEY

JOSEPH NALLEY 6/5/2012 REVIEWER Test comment #4

Edit Delete Submit Add Document

Submit All Comments Submit Selected Comments

# Comment Screen



Electronic
Review
Comments

User: qi972lk | Role: REVIEWER | Distri

Home
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☐ Mark as No Comment

Create New Comment

● Sh
○ Sh
○ Sh

Click 'Edit' to edit description or delete file

Documents

ERC_FormatTool_byCommentNo.xlsm Test document Edit

1. test comment #1

**Categories:** SPECIFICATIONS

**Status:** COMMENT NOT SUBMITTED

Assigned To: JOSEPH NALLEY (REVIEWER)

**Reference:** ☐

**Created By:** JOSEPH NALLEY

JOSEPH NALLEY 6/7/2012 REVIEWER test c

Click link to open file

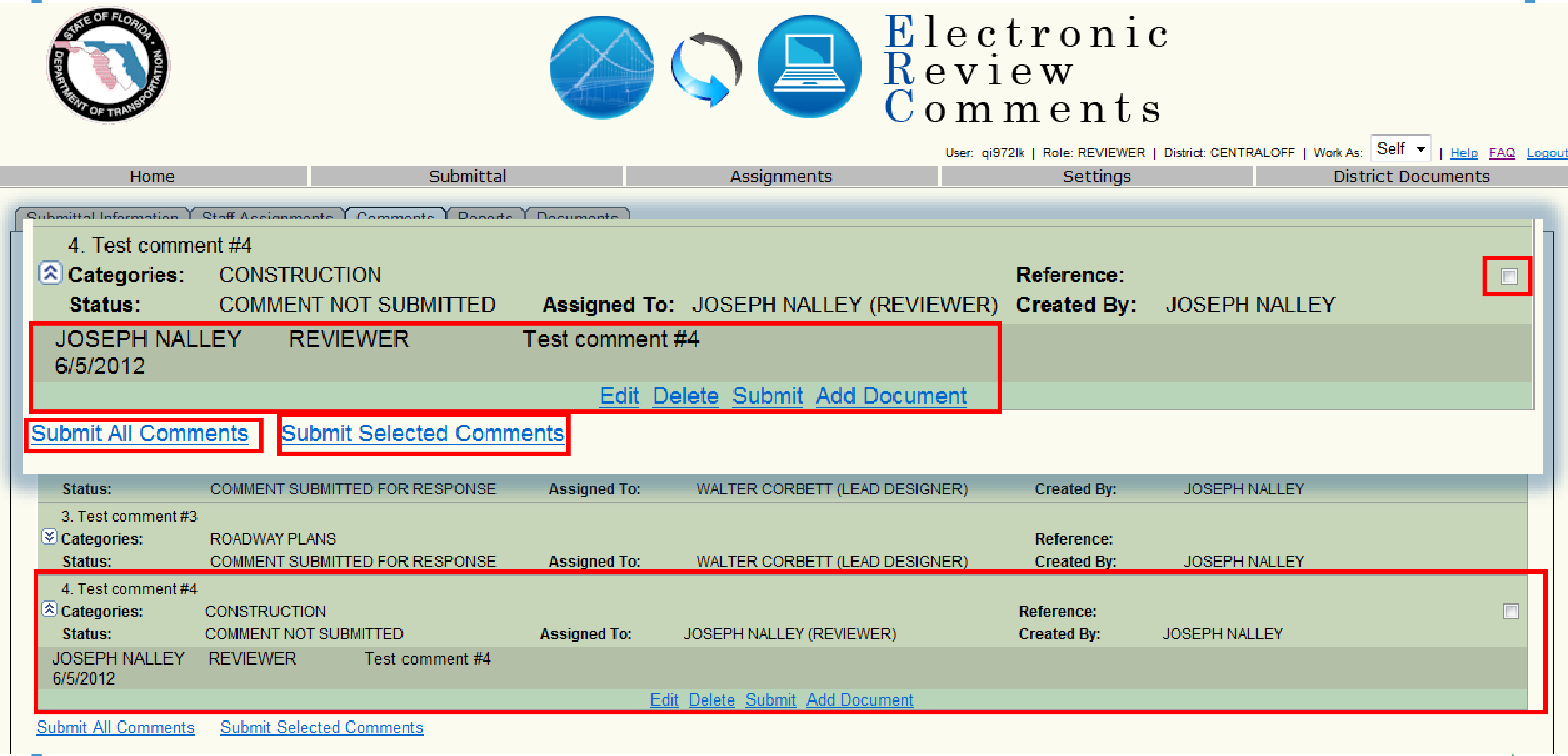
Documents

ERC_FormatTool_byCommentNo.xlsm Test document Edit

Edit Delete Submit Add Document

Submit All Comments Submit Selected Comments

# Comment Screen


Electronic Review Comments
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Comments
Reports
Documents

4. Test comment #4

**Categories:** CONSTRUCTION **Reference:** ☐

**Status:** COMMENT NOT SUBMITTED **Assigned To:** JOSEPH NALLEY (REVIEWER) **Created By:** JOSEPH NALLEY

JOSEPH NALLEY 6/5/2012 REVIEWER Test comment #4

Edit Delete Submit Add Document

Submit All Comments Submit Selected Comments

**Status:** COMMENT SUBMITTED FOR RESPONSE **Assigned To:** WALTER CORBETT (LEAD DESIGNER) **Created By:** JOSEPH NALLEY

3. Test comment #3

**Categories:** ROADWAY PLANS **Reference:**

**Status:** COMMENT SUBMITTED FOR RESPONSE **Assigned To:** WALTER CORBETT (LEAD DESIGNER) **Created By:** JOSEPH NALLEY

4. Test comment #4

**Categories:** CONSTRUCTION **Reference:** ☐

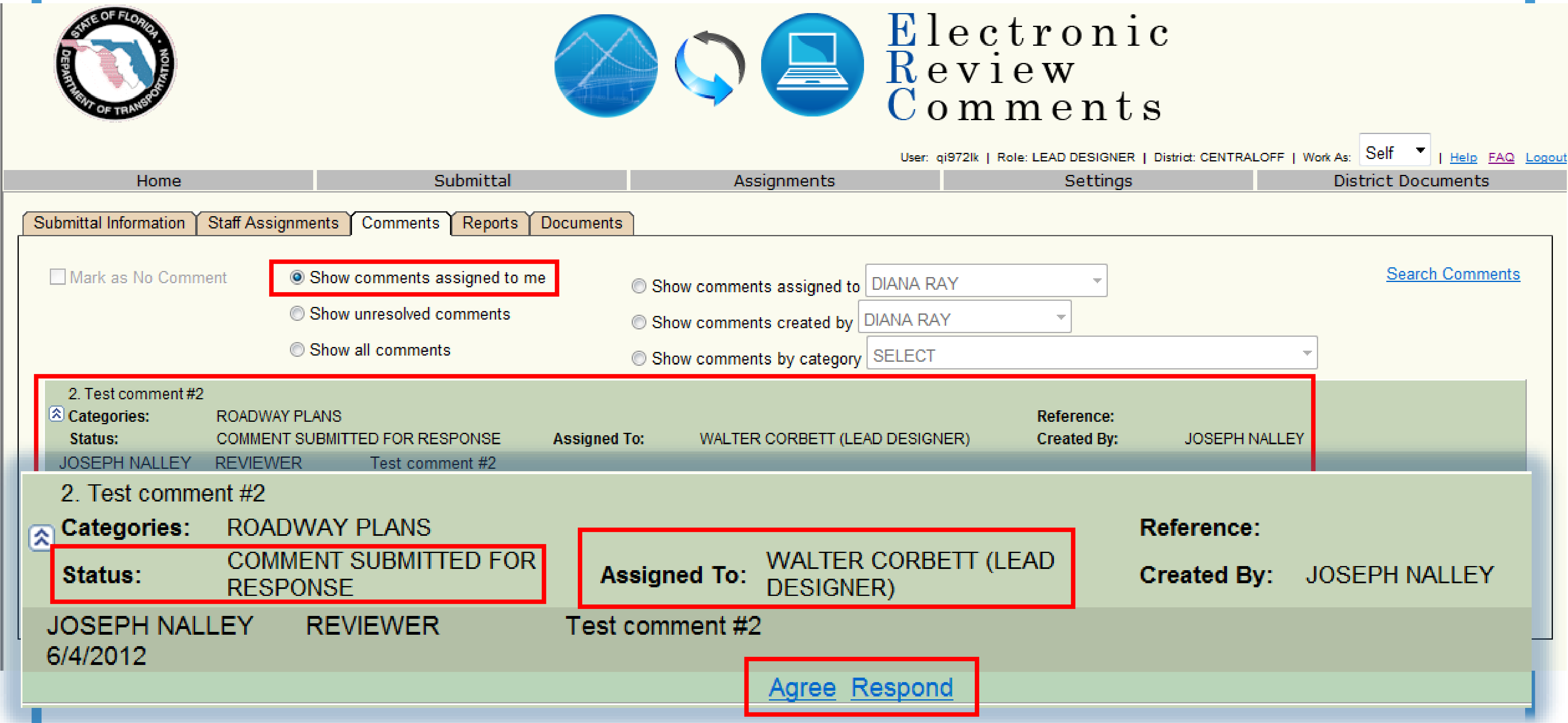
**Status:** COMMENT NOT SUBMITTED **Assigned To:** JOSEPH NALLEY (REVIEWER) **Created By:** JOSEPH NALLEY

JOSEPH NALLEY 6/5/2012 REVIEWER Test comment #4

Edit Delete Submit Add Document

Submit All Comments Submit Selected Comments

# Comment Screen



Electronic Review Comments

User: qi972lk | Role: LEAD DESIGNER | District: CENTRALOFF | Work As: Self | Help FAQ Logout

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Documents

☐ Mark as No Comment

● Show comments assigned to me
○ Show unresolved comments
○ Show all comments

○ Show comments assigned to DIANA RAY
○ Show comments created by DIANA RAY
○ Show comments by category SELECT

Search Comments

2. Test comment #2

**Categories:** ROADWAY PLANS **Reference:**

**Status:** COMMENT SUBMITTED FOR RESPONSE **Assigned To:** WALTER CORBETT (LEAD DESIGNER) **Created By:** JOSEPH NALLEY

JOSEPH NALLEY REVIEWER Test comment #2

2. Test comment #2

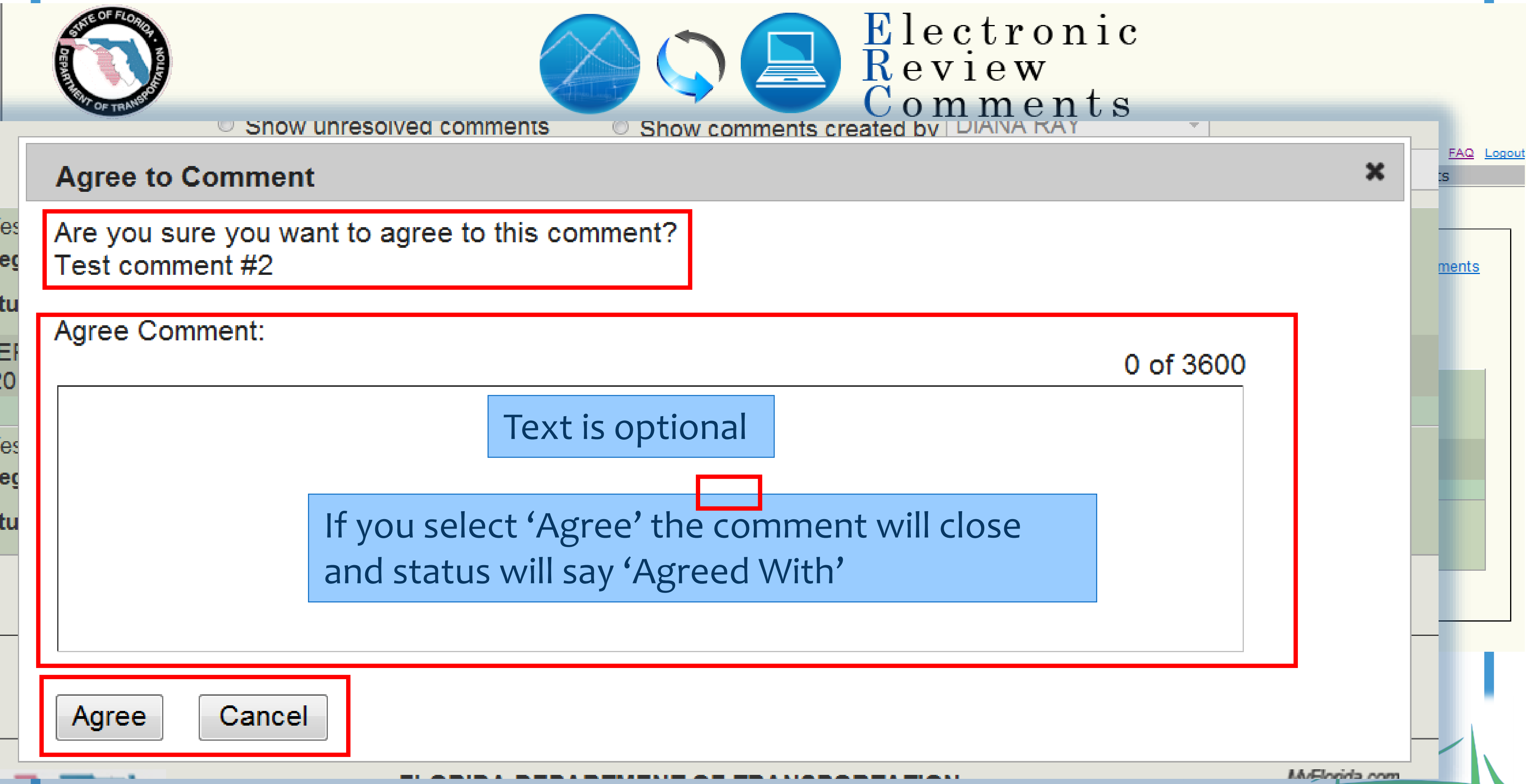
**Categories:** ROADWAY PLANS **Reference:**

**Status:** COMMENT SUBMITTED FOR RESPONSE **Assigned To:** WALTER CORBETT (LEAD DESIGNER) **Created By:** JOSEPH NALLEY

JOSEPH NALLEY 6/4/2012 REVIEWER Test comment #2

Agree
Respond

# Comment Screen


Electronic Review Comments
○ Show unresolved comments
○ Show comments created by DIANA RAY
FAQ Logout
✖
Agree
Cancel

**Agree to Comment**

Are you sure you want to agree to this comment?
Test comment #2

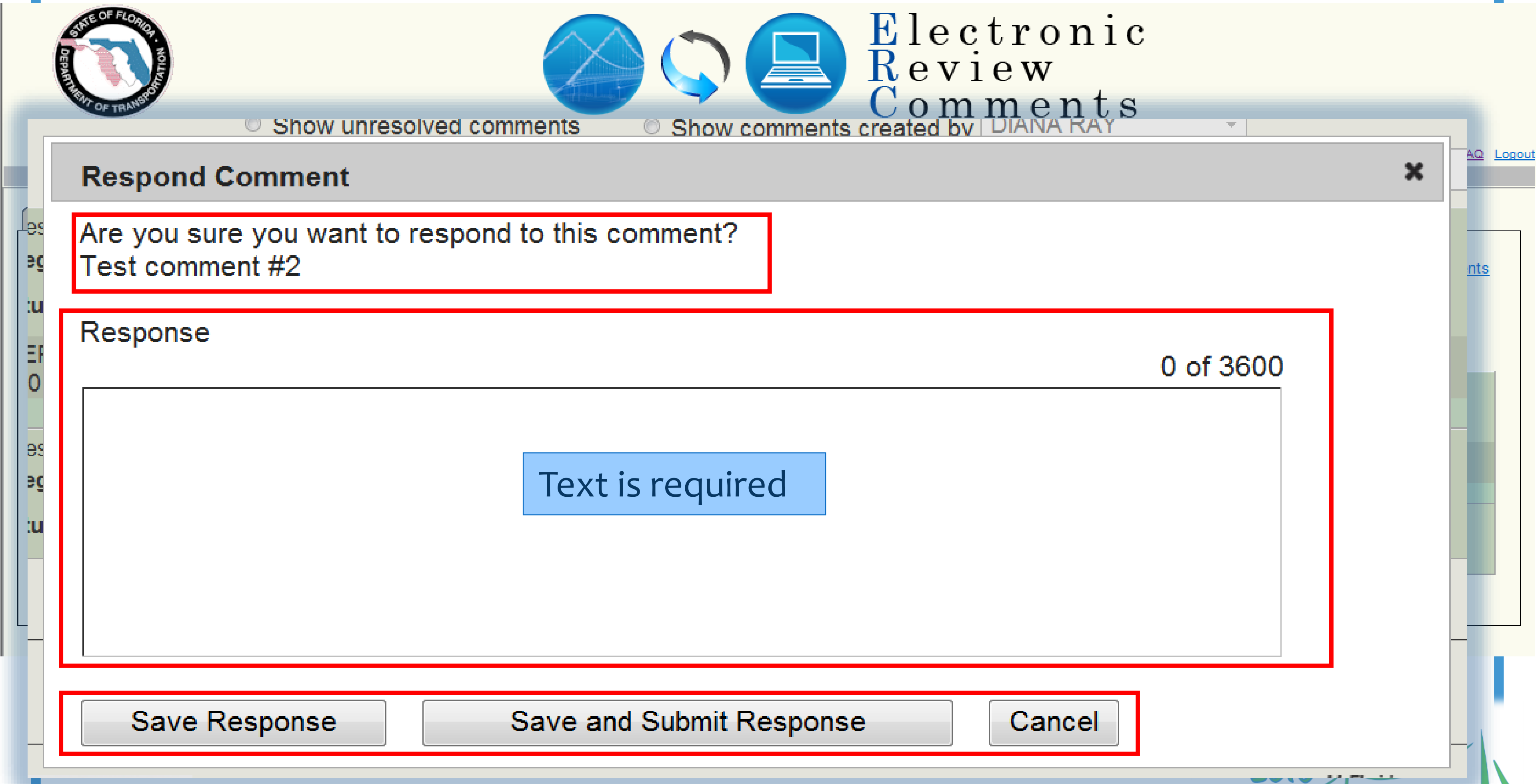
Agree Comment:

0 of 3600

Text is optional

If you select ‘Agree’ the comment will close and status will say ‘Agreed With’

# Comment Screen



Electronic
Review
Comments
○ Show unresolved comments
○ Show comments created by DIANA RAY
FAQ Logout

**Respond Comment** ✖

Are you sure you want to respond to this comment?
Test comment #2

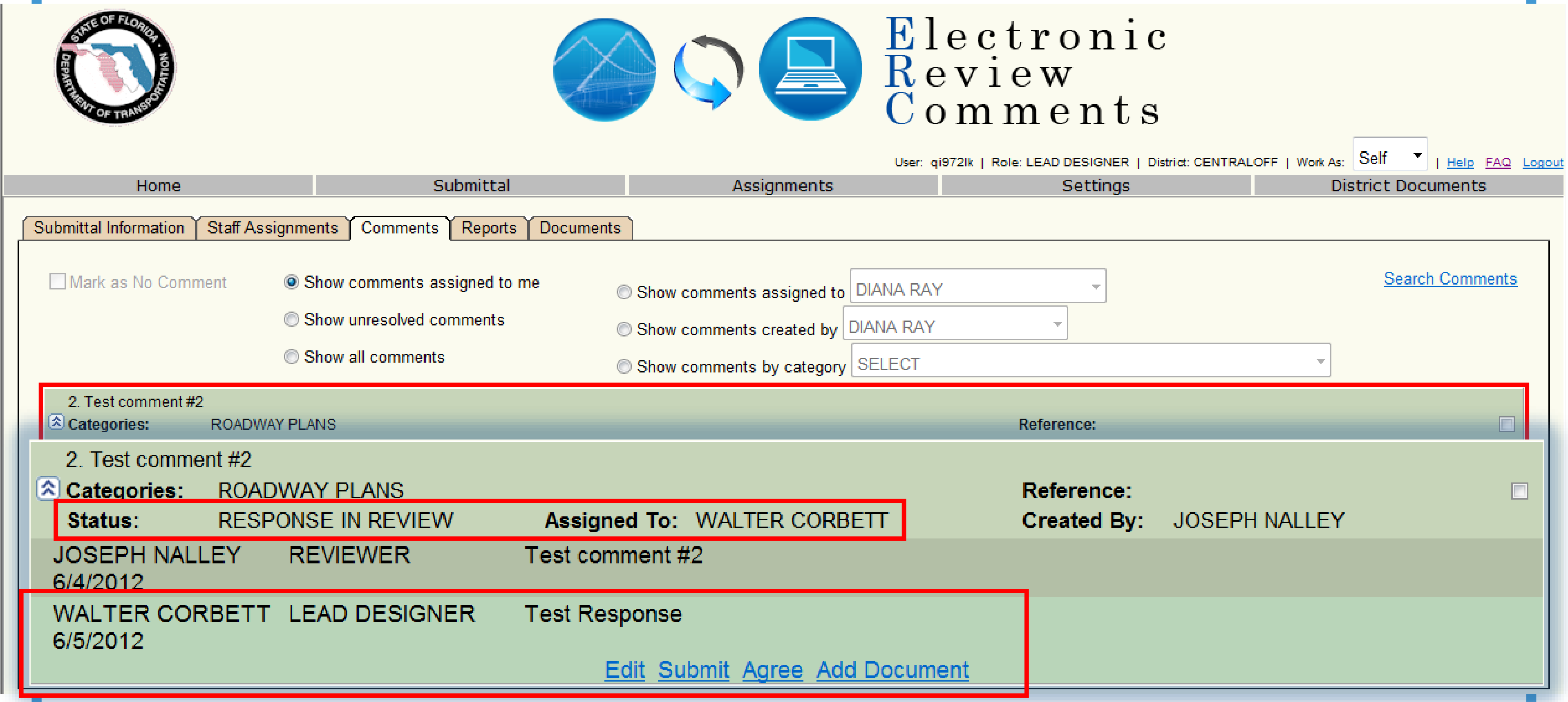
Response

0 of 3600

Text is required

Save Response
Save and Submit Response
Cancel

# Comment Screen



Electronic Review Comments
User: qi972lk | Role: LEAD DESIGNER | District: CENTRALOFF | Work As: Self | Help FAQ Logout
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☐ Mark as No Comment

● Show comments assigned to me

○ Show unresolved comments

○ Show all comments

○ Show comments assigned to DIANA RAY

○ Show comments created by DIANA RAY

○ Show comments by category SELECT

2. Test comment #2

**Categories:** ROADWAY PLANS **Reference:** ☐

2. Test comment #2

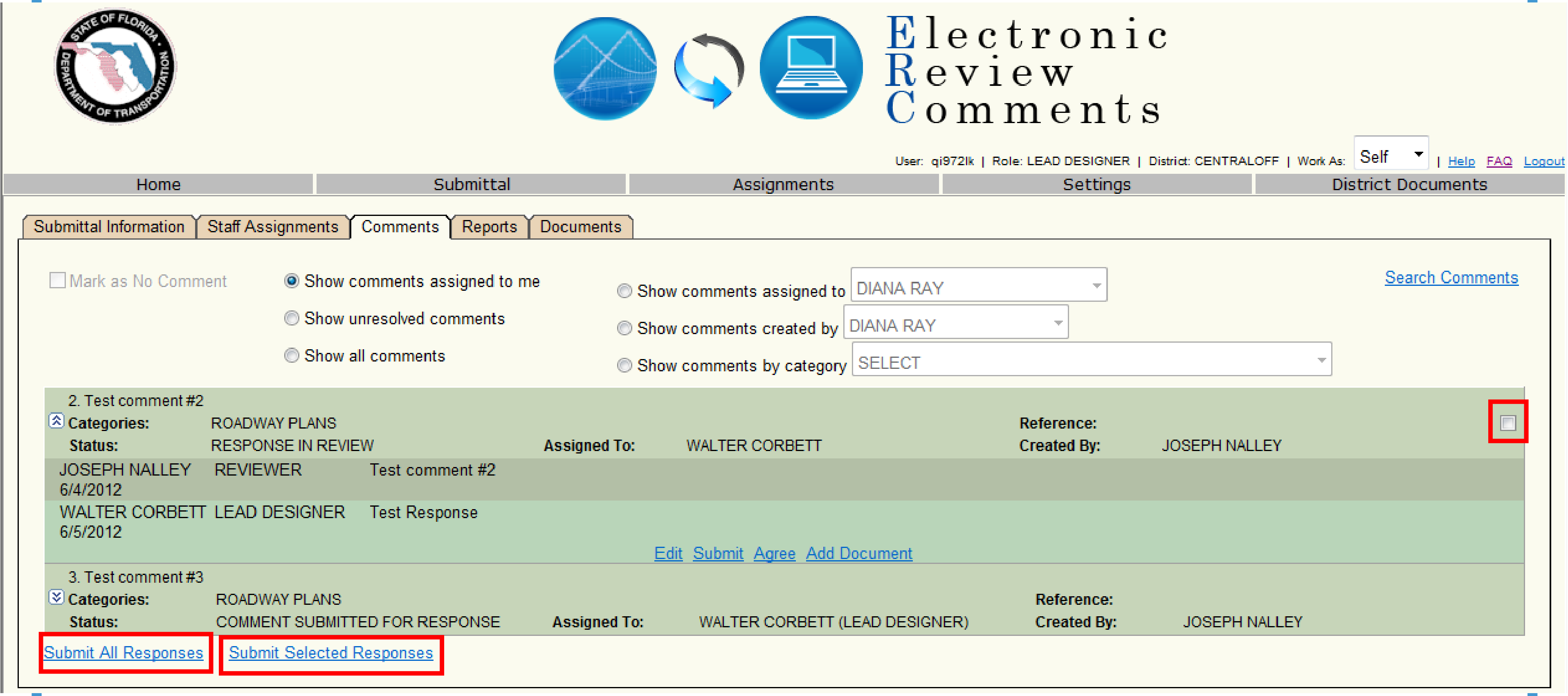
**Categories:** ROADWAY PLANS **Reference:** ☐

**Status:** RESPONSE IN REVIEW **Assigned To:** WALTER CORBETT **Created By:** JOSEPH NALLEY

| | | |
|---|---|---|
| JOSEPH NALLEY<br>6/4/2012 | REVIEWER | Test comment #2 |
| WALTER CORBETT<br>6/5/2012 | LEAD DESIGNER | Test Response |

Edit Submit Agree Add Document

# Comment Screen



Electronic Review Comments
User: qi972lk | Role: LEAD DESIGNER | District: CENTRALOFF | Work As: Self | Help FAQ Logout
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Staff Assignments
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Search Comments
Edit Submit Agree Add Document
Submit All Responses
Submit Selected Responses

☐ Mark as No Comment

● Show comments assigned to me

○ Show unresolved comments

○ Show all comments

○ Show comments assigned to DIANA RAY

○ Show comments created by DIANA RAY

○ Show comments by category SELECT

2. Test comment #2 ☐

**Categories:** ROADWAY PLANS **Reference:**

**Status:** RESPONSE IN REVIEW **Assigned To:** WALTER CORBETT **Created By:** JOSEPH NALLEY

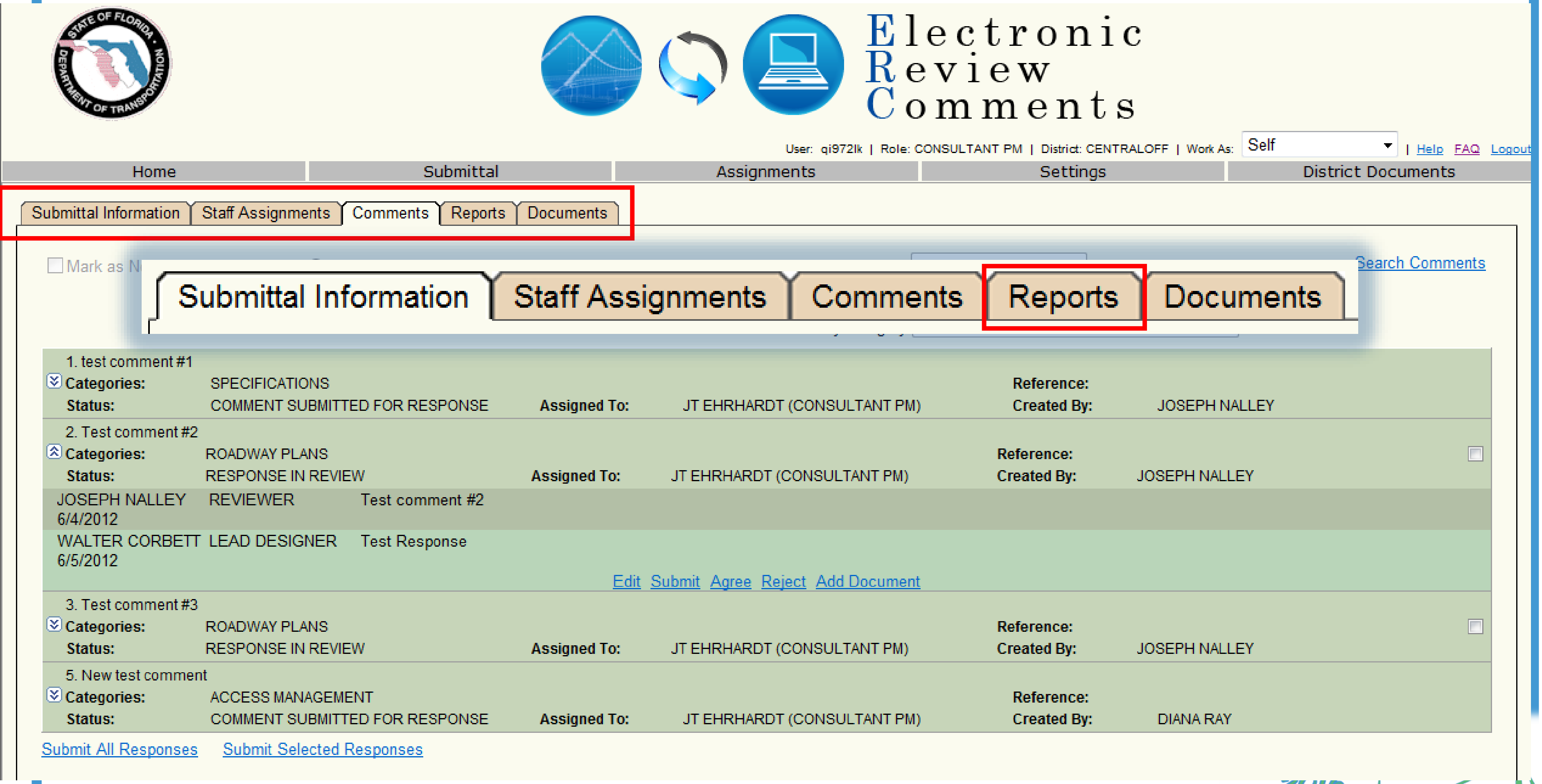
| | | |
|---|---|---|
| JOSEPH NALLEY<br>6/4/2012 | REVIEWER | Test comment #2 |
| WALTER CORBETT<br>6/5/2012 | LEAD DESIGNER | Test Response |

3. Test comment #3

**Categories:** ROADWAY PLANS **Reference:**

**Status:** COMMENT SUBMITTED FOR RESPONSE **Assigned To:** WALTER CORBETT (LEAD DESIGNER) **Created By:** JOSEPH NALLEY

# Reports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Reports
Documents
Help
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Logout
☐ Mark as N
Search Comments
Edit
Submit
Agree
Reject
Add Document
Submit All Responses
Submit Selected Responses

User: qi972lk | Role: CONSULTANT PM | District: CENTRALOFF | Work As: Self

1. test comment #1
**Categories:** SPECIFICATIONS **Reference:**
**Status:** COMMENT SUBMITTED FOR RESPONSE **Assigned To:** JT EHRHARDT (CONSULTANT PM) **Created By:** JOSEPH NALLEY

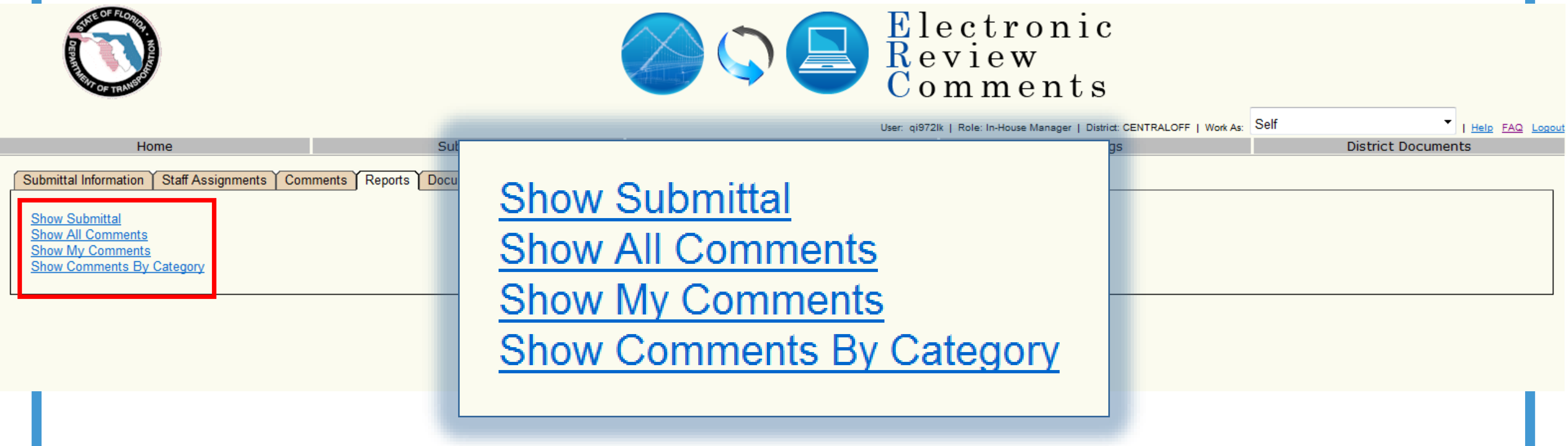
2. Test comment #2 ☐
**Categories:** ROADWAY PLANS **Reference:**
**Status:** RESPONSE IN REVIEW **Assigned To:** JT EHRHARDT (CONSULTANT PM) **Created By:** JOSEPH NALLEY

| | | |
|---|---|---|
| JOSEPH NALLEY<br>6/4/2012 | REVIEWER | Test comment #2 |
| WALTER CORBETT<br>6/5/2012 | LEAD DESIGNER | Test Response |

3. Test comment #3 ☐
**Categories:** ROADWAY PLANS **Reference:**
**Status:** RESPONSE IN REVIEW **Assigned To:** JT EHRHARDT (CONSULTANT PM) **Created By:** JOSEPH NALLEY

5. New test comment
**Categories:** ACCESS MANAGEMENT **Reference:**
**Status:** COMMENT SUBMITTED FOR RESPONSE **Assigned To:** JT EHRHARDT (CONSULTANT PM) **Created By:** DIANA RAY

# Reports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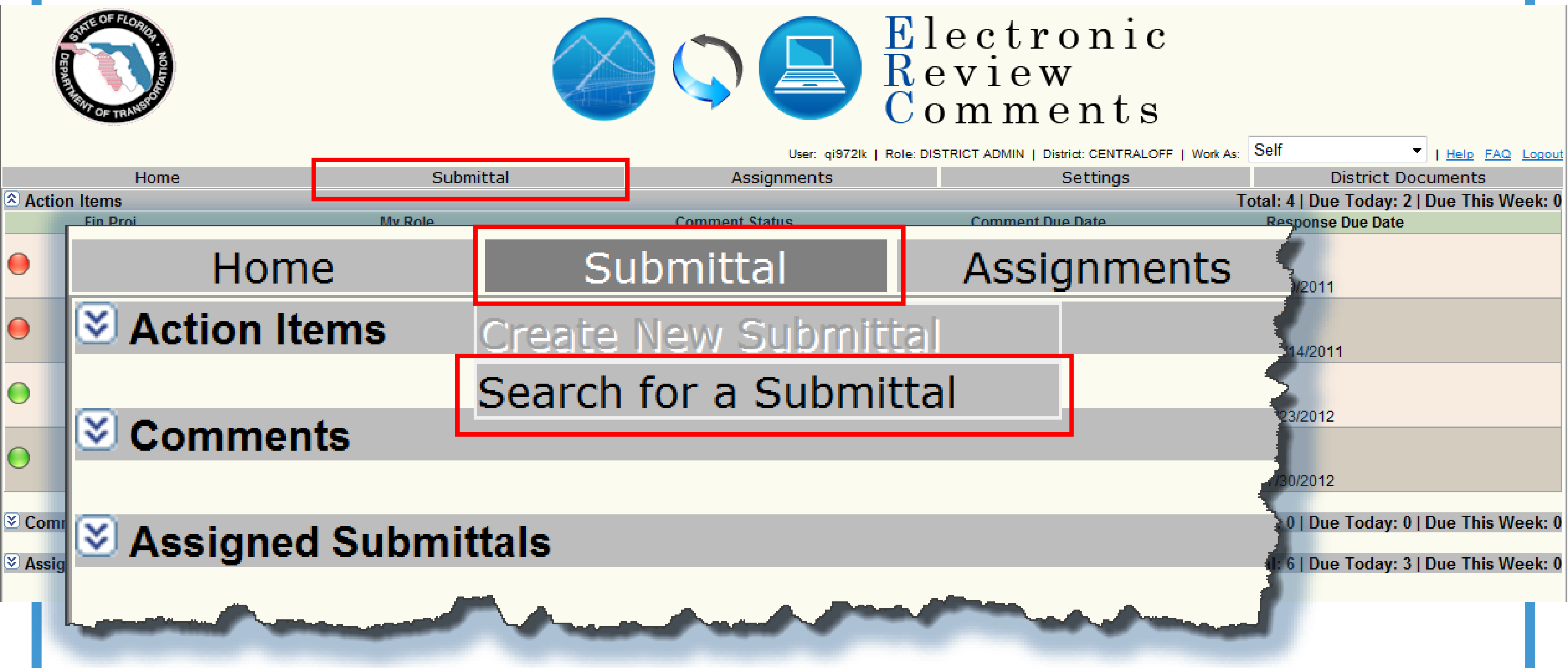
User: qi972lk | Role: In-House Manager | District: CENTRALOFF | Work As: Self

Show Submittal
Show All Comments
Show My Comments
Show Comments By Category

# Home Page



User: qi972lk | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self

Electronic Review Comments
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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Action Items
Total: 4 | Due Today: 2 | Due This Week: 0
Fin Proj
My Role
Comment Status
Comment Due Date
Response Due Date
/2011
14/2011
23/2012
30/2012
0 | Due Today: 0 | Due This Week: 0
l: 6 | Due Today: 3 | Due This Week: 0
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Search for a Submittal
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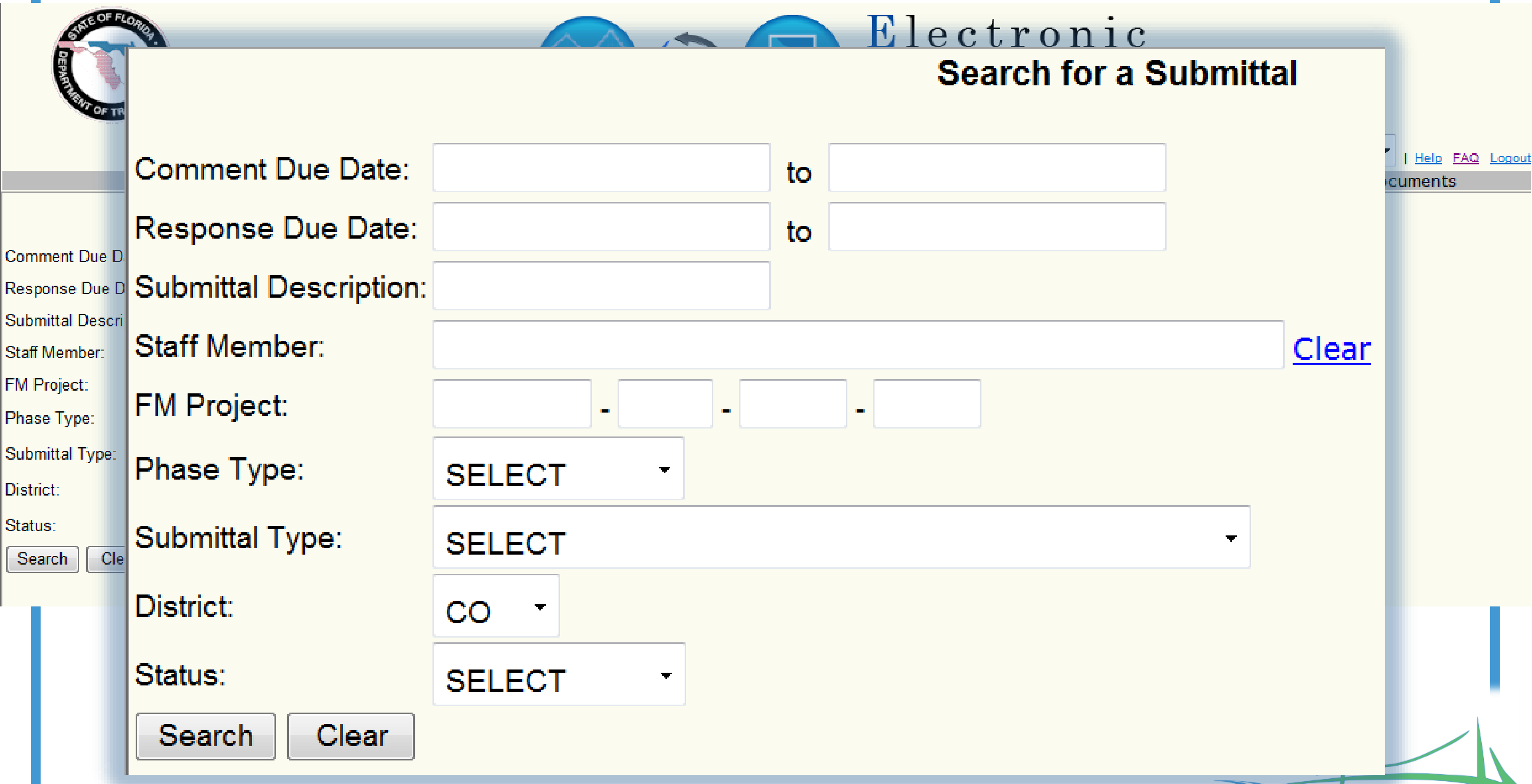
Assigned Submittals

2016 Design Training Expo

# Submittal Search Screen


Electronic
| Help FAQ Logout
cuments

**Search for a Submittal**

Comment Due Date: ______ to ______

Response Due Date: ______ to ______

Submittal Description: ______

Staff Member: ______ Clear

FM Project: ______ - ______ - ______ - ______

Phase Type: SELECT

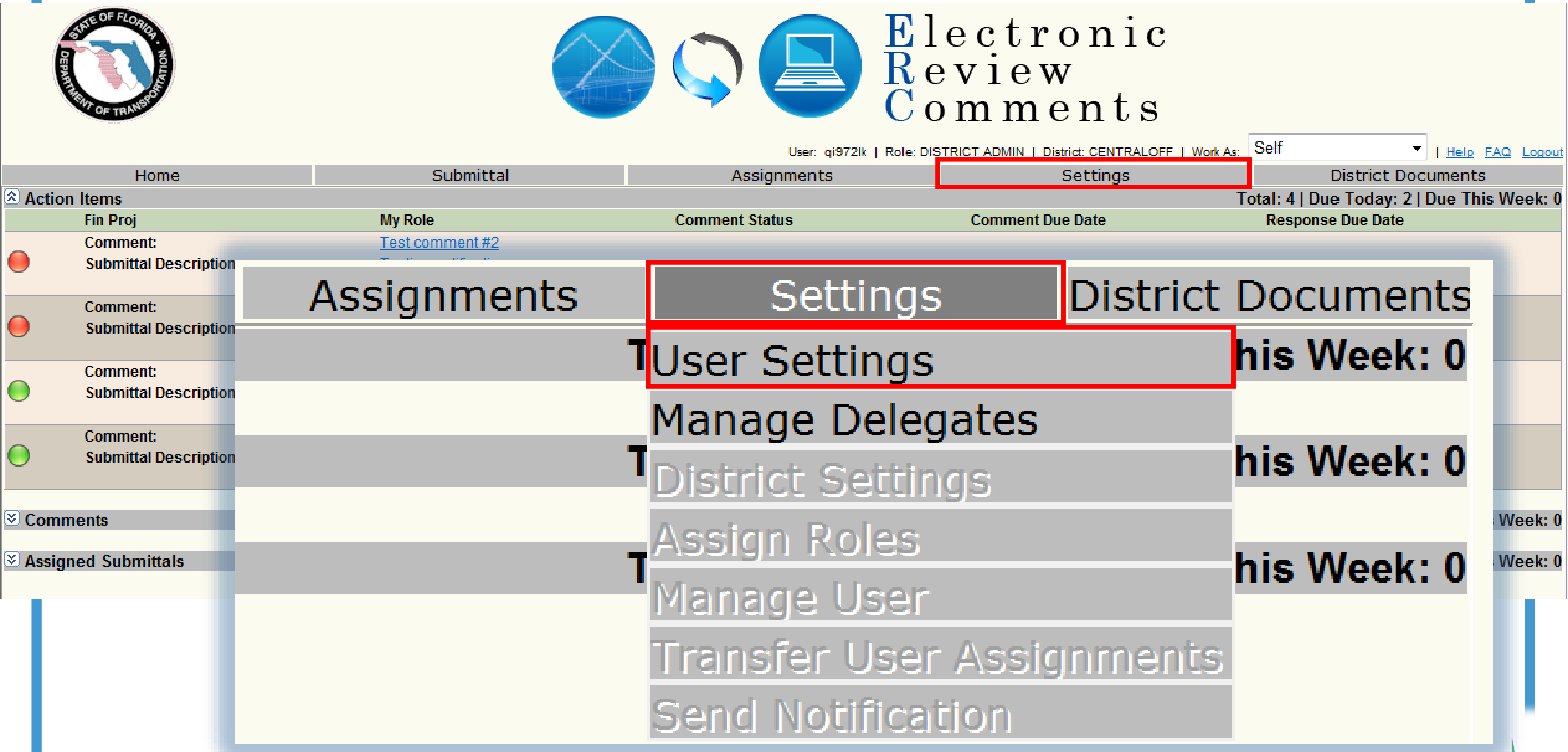
Submittal Type: SELECT

District: CO

Status: SELECT

Search
Clear

# Home Page



Electronic Review Comments

User: qi972lk | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self | Help FAQ Logout

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Action Items Total: 4 | Due Today: 2 | Due This Week: 0

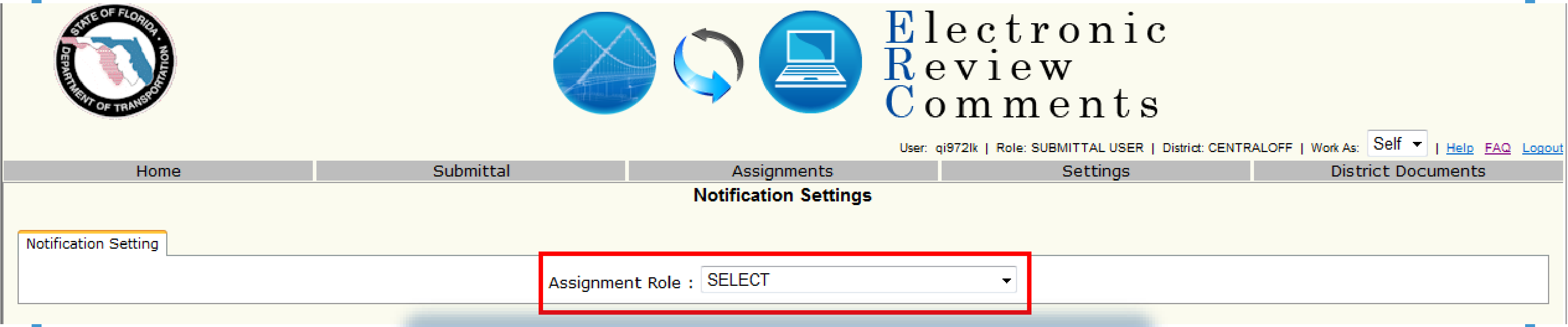
| Fin Proj | My Role | Comment Status | Comment Due Date | Response Due Date |
|---|---|---|---|---|
| Comment: Test comment #2<br>Submittal Description | | | | |
| Comment:<br>Submittal Description | | | | |
| Comment:<br>Submittal Description | | | | |
| Comment:<br>Submittal Description | | | | |

Comments Week: 0

Assigned Submittals Week: 0

Assignments
Settings
District Documents
User Settings
Manage Delegates
District Settings
Assign Roles
Manage User
Transfer User Assignments
Send Notification

# Notification Settings


STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
Electronic
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Comments
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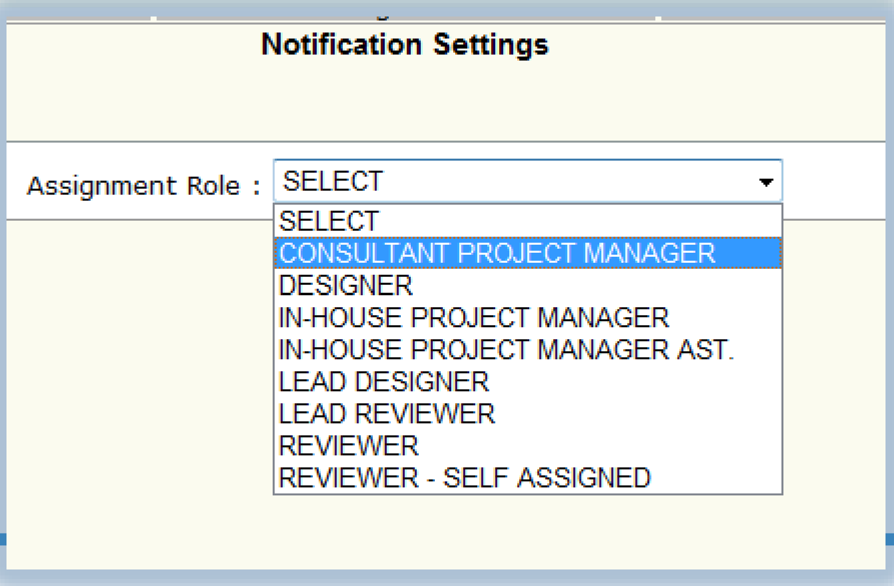
FAQ
Logout
Home
Submittal
Assignments
Settings
District Documents
Notification Setting

User: qi972lk | Role: SUBMITTAL USER | District: CENTRALOFF | Work As: Self |

**Notification Settings**

Assignment Role : SELECT

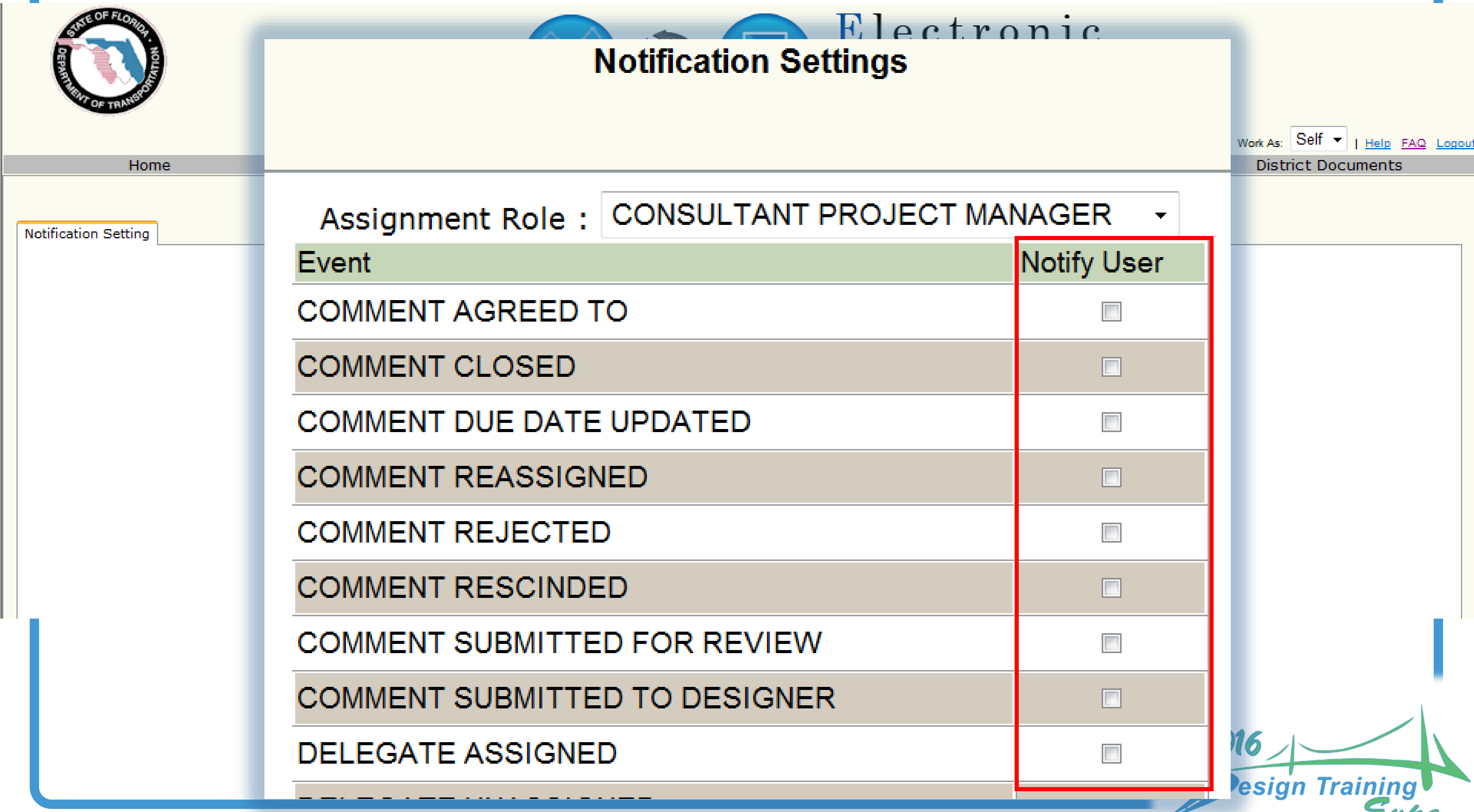


**Notification Settings**

Assignment Role : SELECT

SELECT
CONSULTANT PROJECT MANAGER
DESIGNER
IN-HOUSE PROJECT MANAGER
IN-HOUSE PROJECT MANAGER AST.
LEAD DESIGNER
LEAD REVIEWER
REVIEWER
REVIEWER - SELF ASSIGNED

# Notification Settings


Electronic
Work As: Self
| Help FAQ Logou
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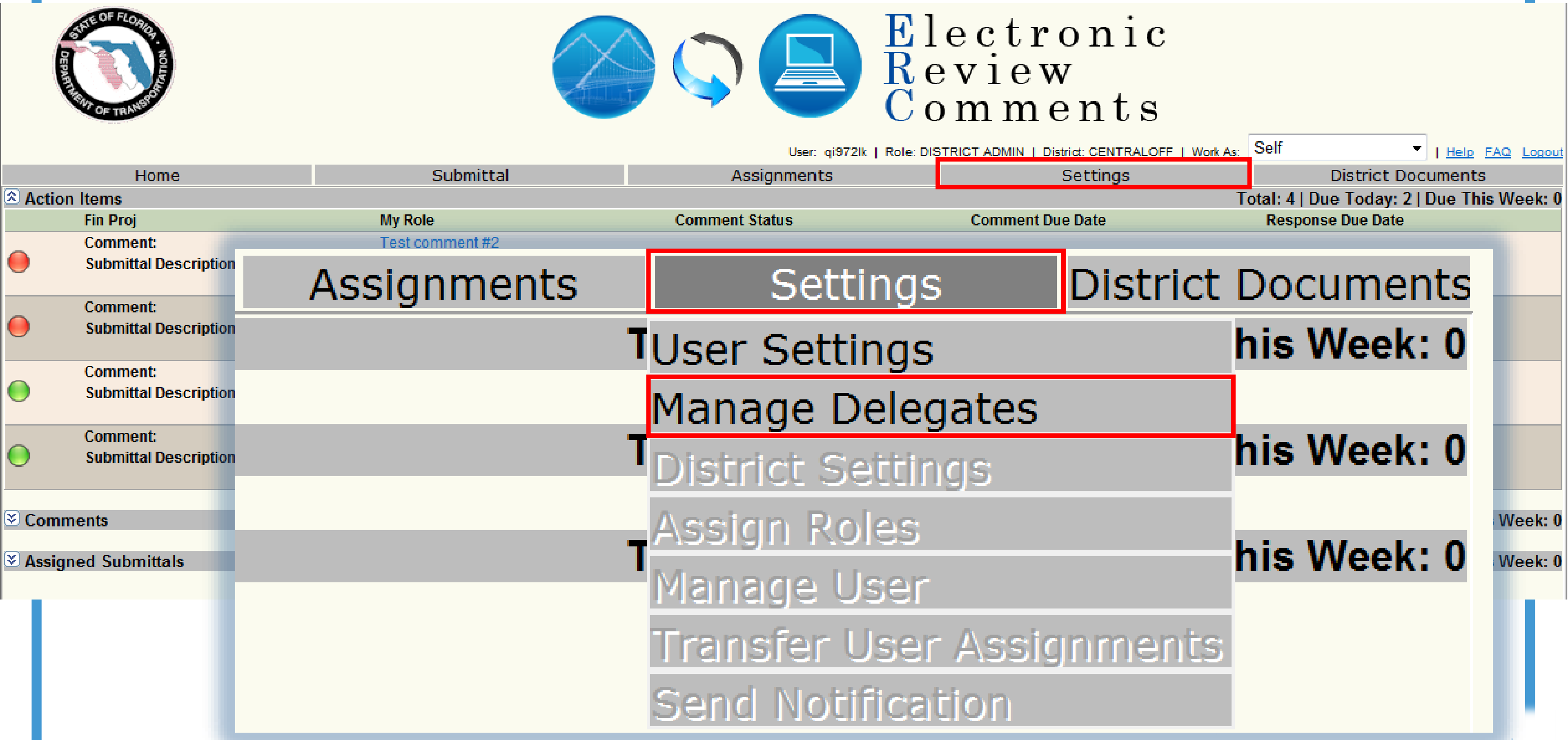
District Documents
Notification Setting

## Notification Settings

Assignment Role : CONSULTANT PROJECT MANAGER

| Event | Notify User |
|---|---|
| COMMENT AGREED TO | ☐ |
| COMMENT CLOSED | ☐ |
| COMMENT DUE DATE UPDATED | ☐ |
| COMMENT REASSIGNED | ☐ |
| COMMENT REJECTED | ☐ |
| COMMENT RESCINDED | ☐ |
| COMMENT SUBMITTED FOR REVIEW | ☐ |
| COMMENT SUBMITTED TO DESIGNER | ☐ |
| DELEGATE ASSIGNED | ☐ |

# Home Page



Electronic Review Comments

User: qi972lk | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self | Help FAQ Logout

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Submittal
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District Documents

**Action Items** Total: 4 | Due Today: 2 | Due This Week: 0

| Fin Proj | My Role | Comment Status | Comment Due Date | Response Due Date |
|---|---|---|---|---|
| 🔴 Comment:<br>Submittal Description | Test comment #2 | | | |
| 🔴 Comment:<br>Submittal Description | | | | |
| 🟢 Comment:<br>Submittal Description | | | | |
| 🟢 Comment:<br>Submittal Description | | | | |

**Comments** Week: 0

**Assigned Submittals** Week: 0

Assignments
Settings
District Documents
User Settings
Manage Delegates
District Settings
Assign Roles
Manage User
Transfer User Assignments
Send Notification
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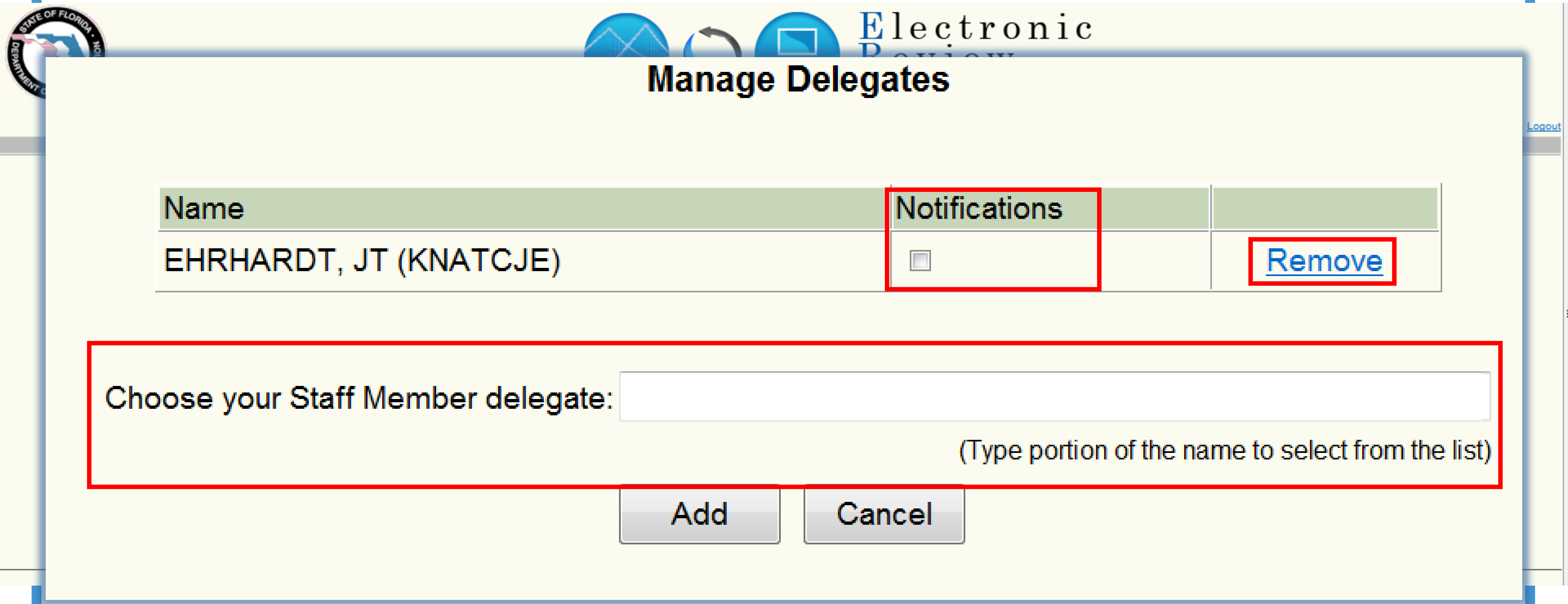
his Week: 0

# Delegates



Electronic
Review
Logout

## Manage Delegates

| Name | Notifications | |
|---|---|---|
| EHRHARDT, JT (KNATCJE) | ☐ | Remove |

Choose your Staff Member delegate:

(Type portion of the name to select from the list)

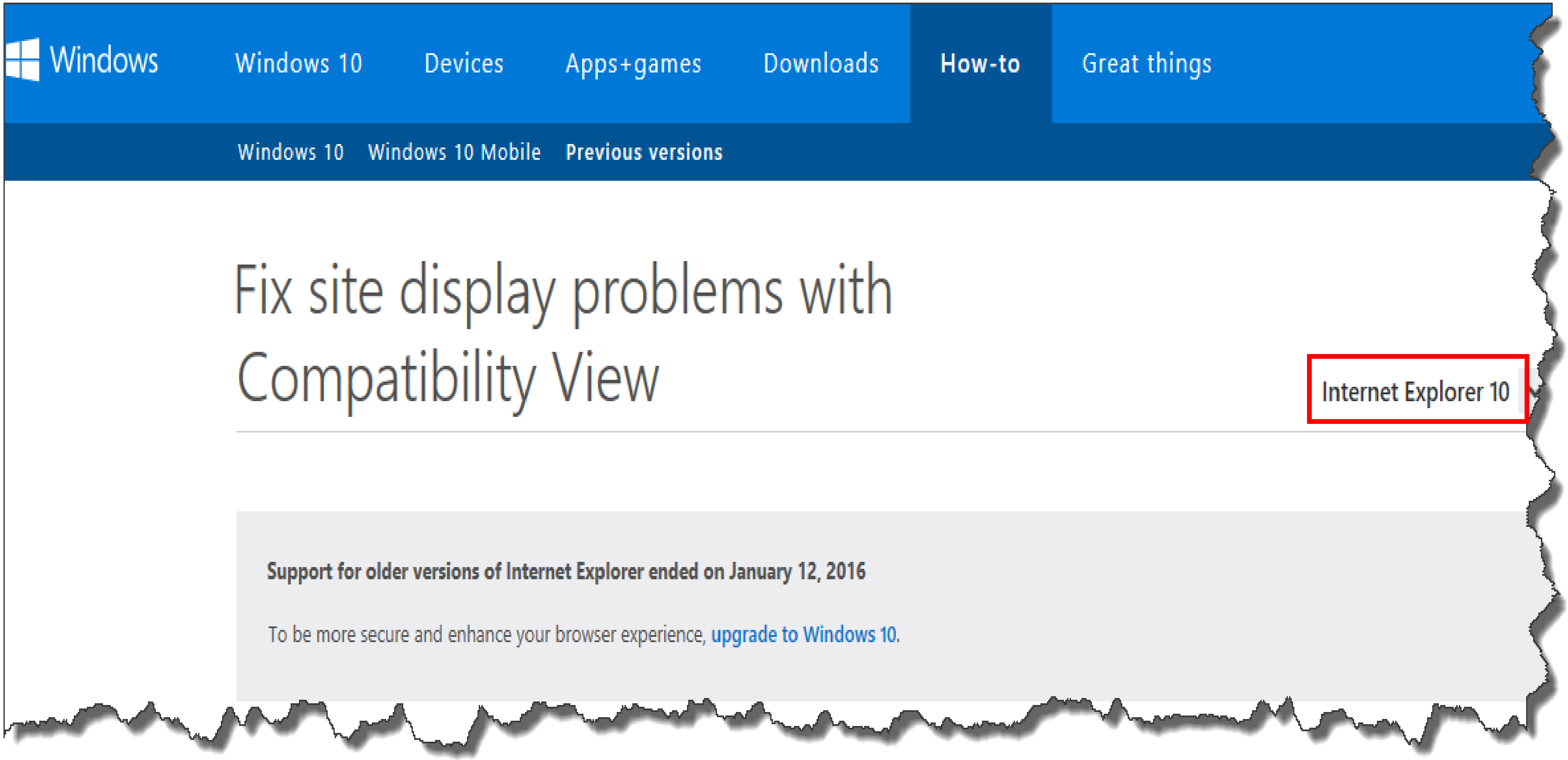
Add
Cancel

# Compatibility

- Internet Explorer version 10 or higher must be run in compatibility mode.
- Google Chrome or Firefox will have issues uploading/downloading documents

**http://windows.Microsoft.com/en-us/internet-explorer/use-compatibility-view#ie=ie-10**

# Compatibility


Windows
Windows 10
Devices
Apps+games
Downloads
How-to
Great things
Windows 10
Windows 10 Mobile
Previous versions

Fix site display problems with Compatibility View

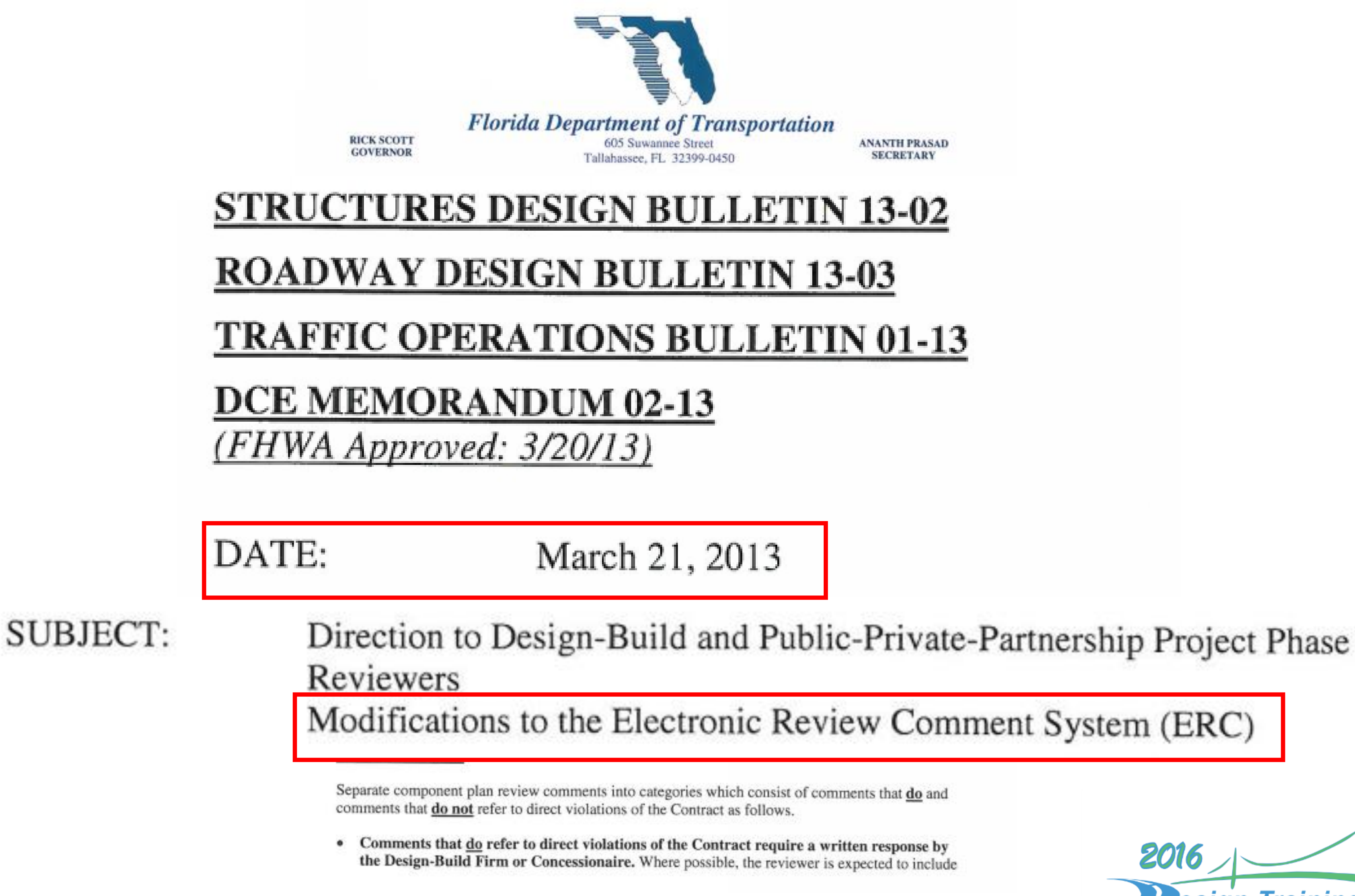
Internet Explorer 10

**Support for older versions of Internet Explorer ended on January 12, 2016**

To be more secure and enhance your browser experience, upgrade to Windows 10.

# Enhancements

# Design/Build Projects



Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0450

RICK SCOTT
GOVERNOR

ANANTH PRASAD
SECRETARY

**STRUCTURES DESIGN BULLETIN 13-02**

**ROADWAY DESIGN BULLETIN 13-03**

**TRAFFIC OPERATIONS BULLETIN 01-13**

**DCE MEMORANDUM 02-13**
*(FHWA Approved: 3/20/13)*

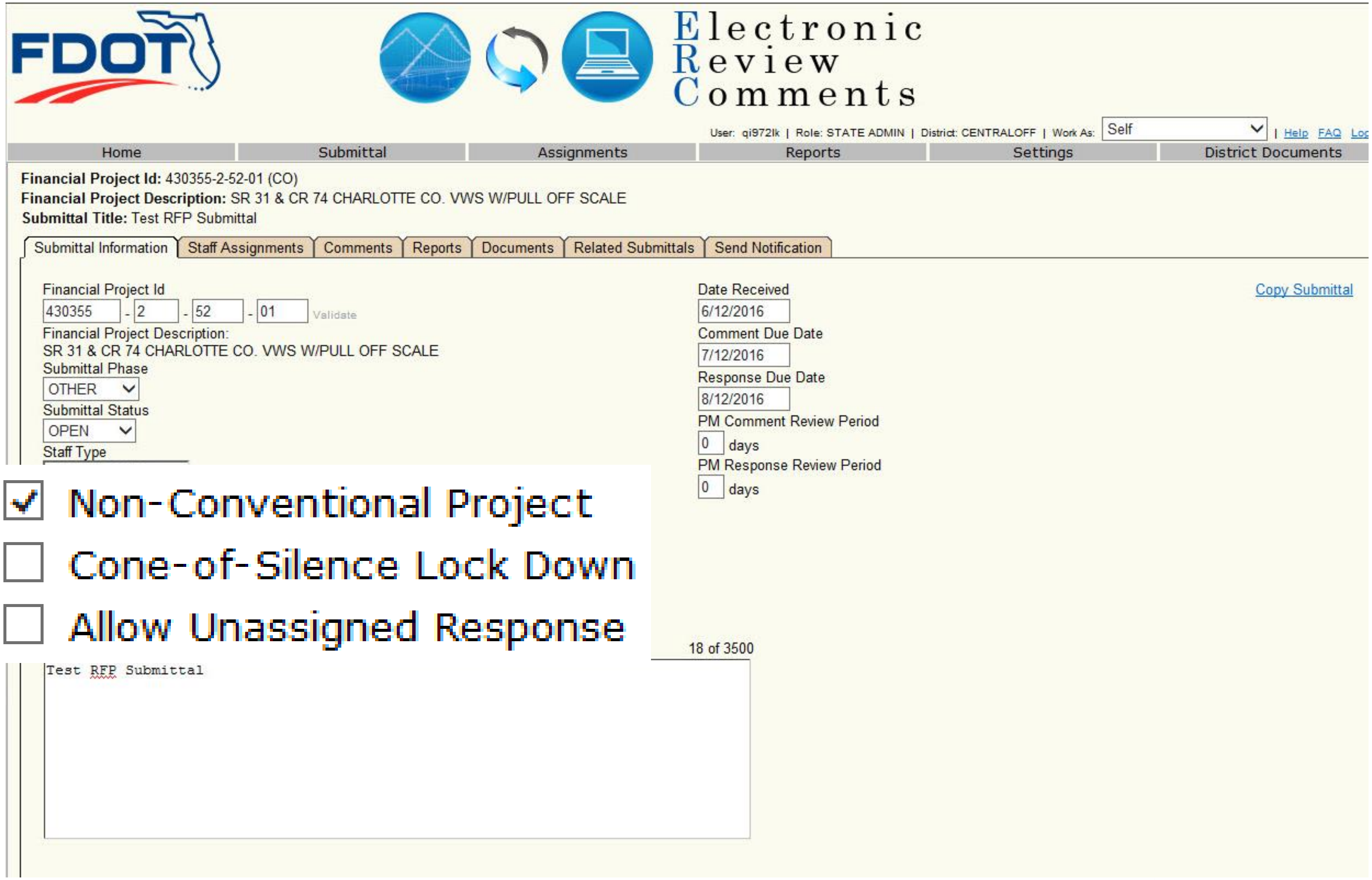
DATE: March 21, 2013

SUBJECT: Direction to Design-Build and Public-Private-Partnership Project Phase Reviewers
Modifications to the Electronic Review Comment System (ERC)

Separate component plan review comments into categories which consist of comments that **do** and comments that **do not** refer to direct violations of the Contract as follows.

- **Comments that do refer to direct violations of the Contract require a written response by the Design-Build Firm or Concessionaire.** Where possible, the reviewer is expected to include

# Design/Build Projects


FDOT
Electronic
Review
Comments
Home
Submittal
Assignments
Reports
Settings
District Documents
Submittal Information
Staff Assignments
Comments
Reports
Documents
Related Submittals
Send Notification
Validate
Copy Submittal
Help
FAQ
Log

User: qi972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

**Financial Project Id:** 430355-2-52-01 (CO)
**Financial Project Description:** SR 31 & CR 74 CHARLOTTE CO. VWS W/PULL OFF SCALE
**Submittal Title:** Test RFP Submittal

Financial Project Id: 430355 - 2 - 52 - 01
Financial Project Description:
SR 31 & CR 74 CHARLOTTE CO. VWS W/PULL OFF SCALE
Submittal Phase: OTHER
Submittal Status: OPEN
Staff Type

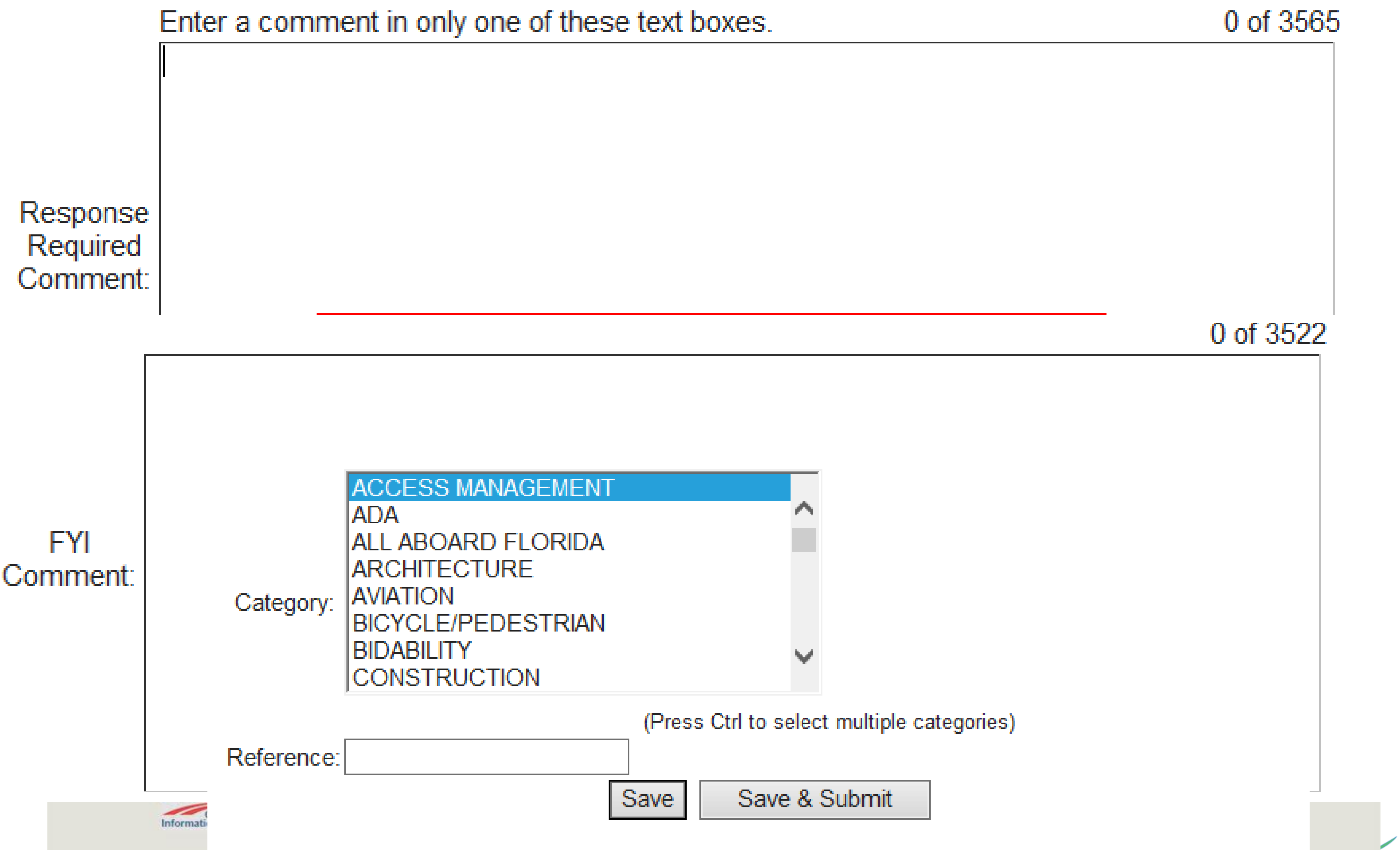
Date Received: 6/12/2016
Comment Due Date: 7/12/2016
Response Due Date: 8/12/2016
PM Comment Review Period: 0 days
PM Response Review Period: 0 days

- ☑ Non-Conventional Project
- ☐ Cone-of-Silence Lock Down
- ☐ Allow Unassigned Response

18 of 3500

Test RFP Submittal

# Design/Build Projects



Enter a comment in only one of these text boxes. 0 of 3565

Response Required Comment:

0 of 3522

FYI Comment:

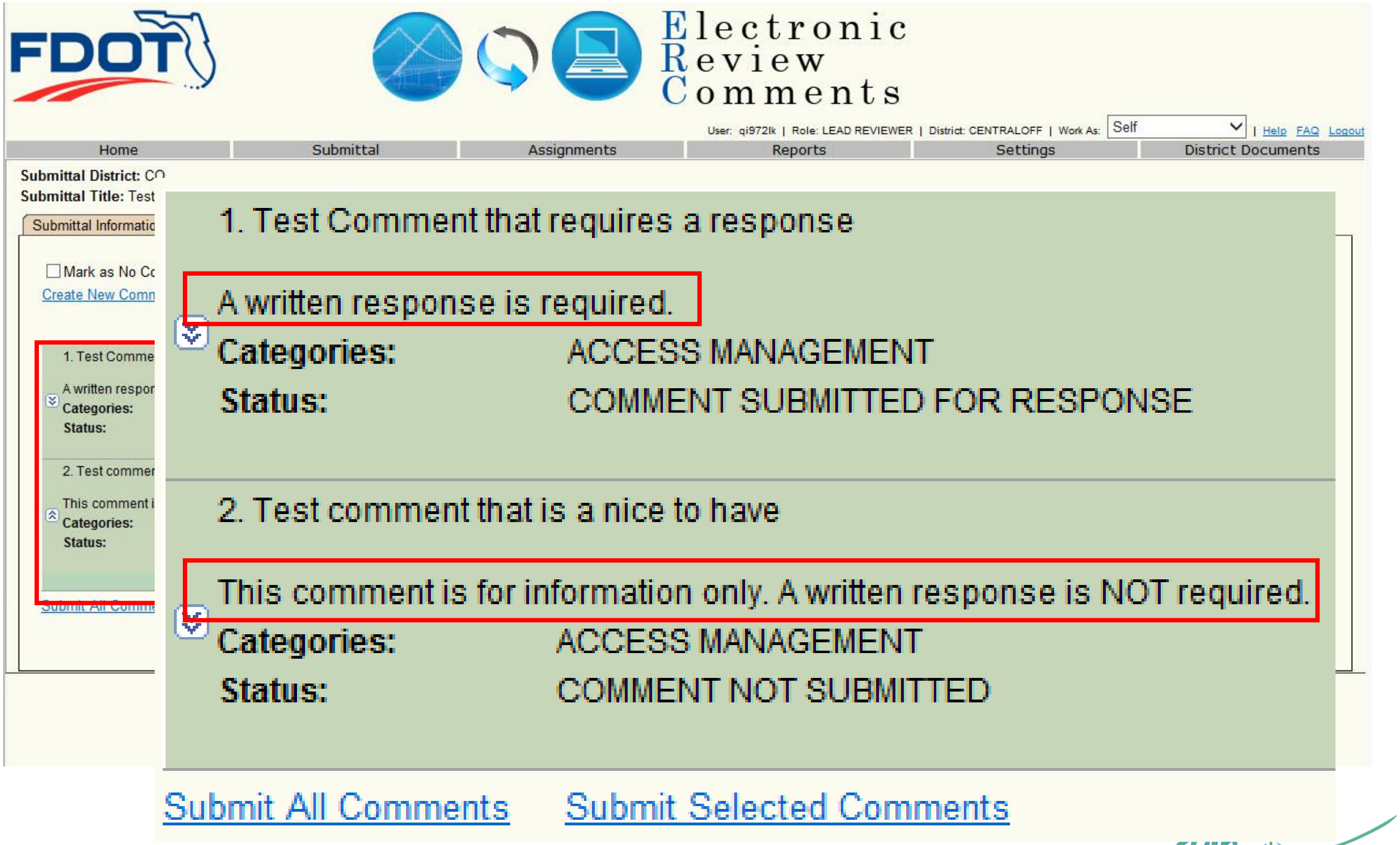
Category:

ACCESS MANAGEMENT
ADA
ALL ABOARD FLORIDA
ARCHITECTURE
AVIATION
BICYCLE/PEDESTRIAN
BIDABILITY
CONSTRUCTION

(Press Ctrl to select multiple categories)

Reference:

# Design/Build Projects


FDOT
Electronic Review Comments
User: qi972lk | Role: LEAD REVIEWER | District: CENTRALOFF | Work As: Self | Help FAQ Logout
Home
Submittal
Assignments
Reports
Settings
District Documents
Submittal Informatic
☐ Mark as No Cc
Create New Comm
Submit All Comme

**Submittal District:** CO
**Submittal Title:** Test

1. Test Comment that requires a response

A written response is required.

**Categories:** ACCESS MANAGEMENT
**Status:** COMMENT SUBMITTED FOR RESPONSE

2. Test comment that is a nice to have

This comment is for information only. A written response is NOT required.

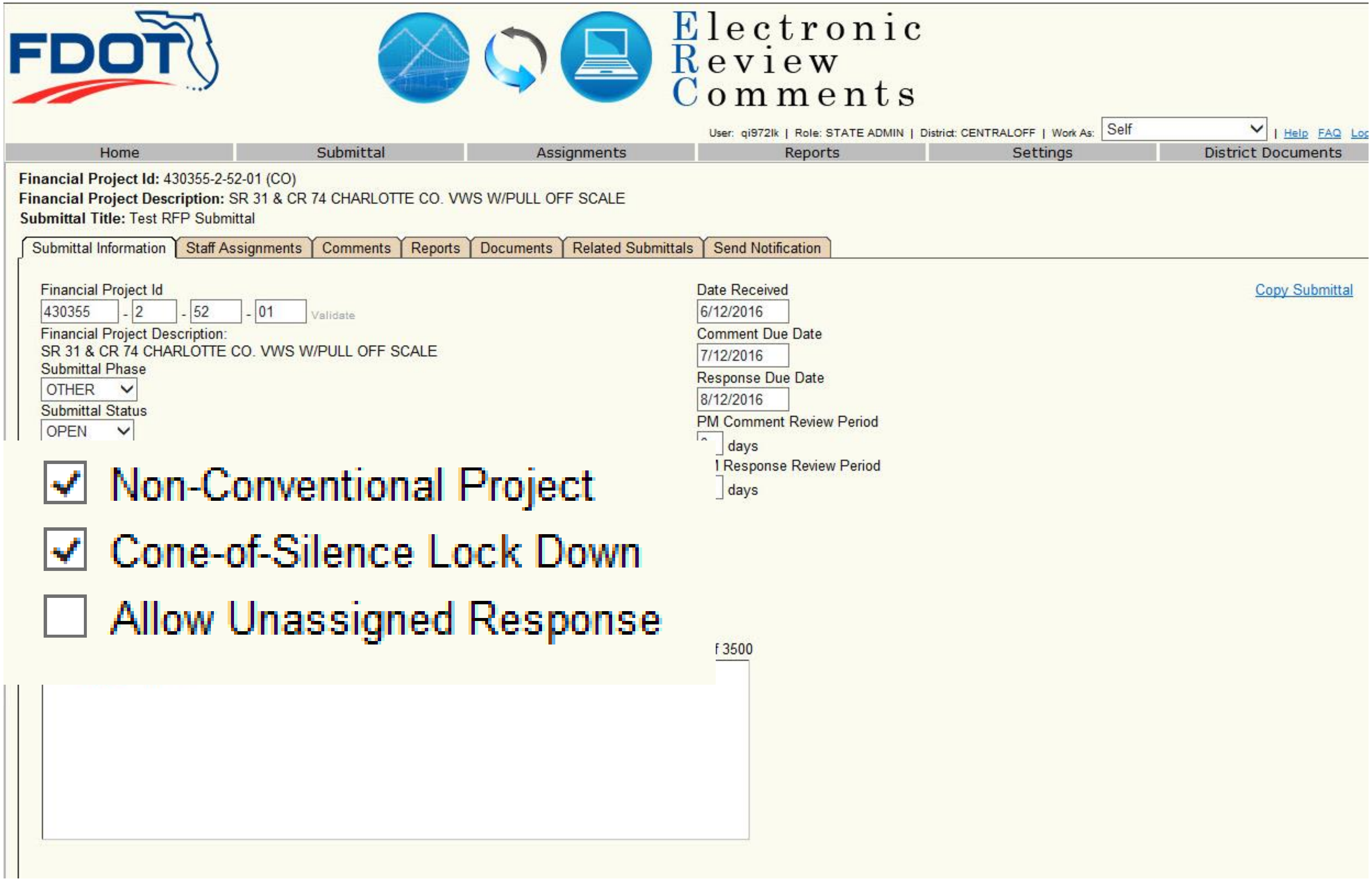
**Categories:** ACCESS MANAGEMENT
**Status:** COMMENT NOT SUBMITTED

Submit All Comments    Submit Selected Comments

# Cone of Silence

- Limit's only those assigned to submittal to view comments/responses
- District Setting must be checked to allow for the feature to be enabled in District
- Used by District Administrators/In-House PM's & Submittal Creator's
- Checkbox on the Submittal Screen
- Can be unchecked on submittal screen at any point in time of submittal

# Cone of Silence


FDOT
Electronic Review Comments
Home
Submittal
Assignments
Reports
Settings
District Documents
Submittal Information
Staff Assignments
Comments
Reports
Documents
Related Submittals
Send Notification
Validate
Copy Submittal
Help
FAQ

User: qi972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

**Financial Project Id:** 430355-2-52-01 (CO)
**Financial Project Description:** SR 31 & CR 74 CHARLOTTE CO. VWS W/PULL OFF SCALE
**Submittal Title:** Test RFP Submittal

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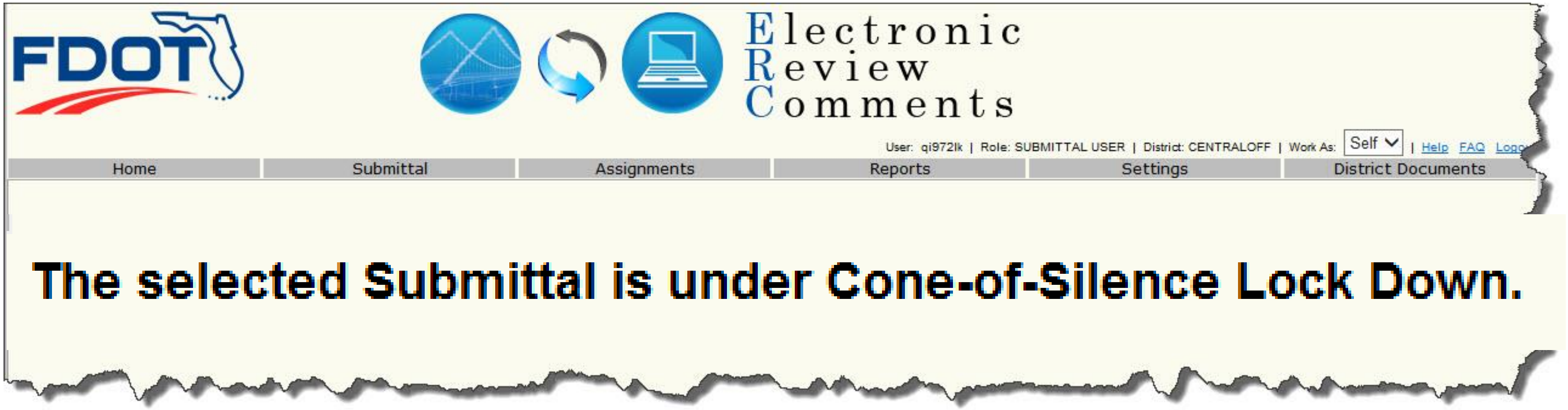
Financial Project Description:
SR 31 & CR 74 CHARLOTTE CO. VWS W/PULL OFF SCALE
Submittal Phase: OTHER
Submittal Status: OPEN

Date Received: 6/12/2016
Comment Due Date: 7/12/2016
Response Due Date: 8/12/2016
PM Comment Review Period: days
l Response Review Period: days
f 3500

☑ Non-Conventional Project
☑ Cone-of-Silence Lock Down
☐ Allow Unassigned Response

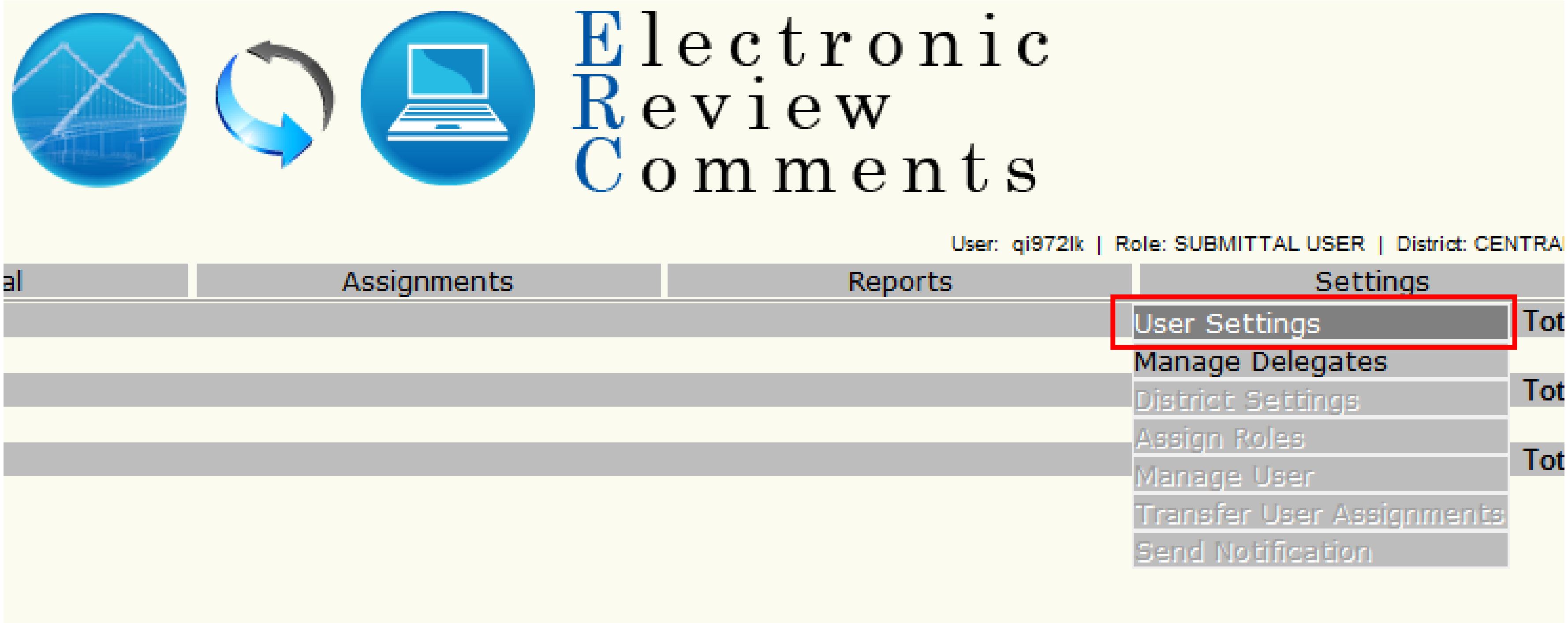
# Cone of Silence


FDOT
Electronic
Review
Comments
Home
Submittal
Assignments
Reports
Settings
District Documents
Help
FAQ
Logo

User: qi972lk | Role: SUBMITTAL USER | District: CENTRALOFF | Work As: Self |

**The selected Submittal is under Cone-of-Silence Lock Down.**

# Home Screen


Electronic
Review
Comments
User: qi972lk | Role: SUBMITTAL USER | District: CENTRAl
al
Assignments
Reports
Settings
User Settings
Manage Delegates
District Settings
Assign Roles
Manage User
Transfer User Assignments
Send Notification
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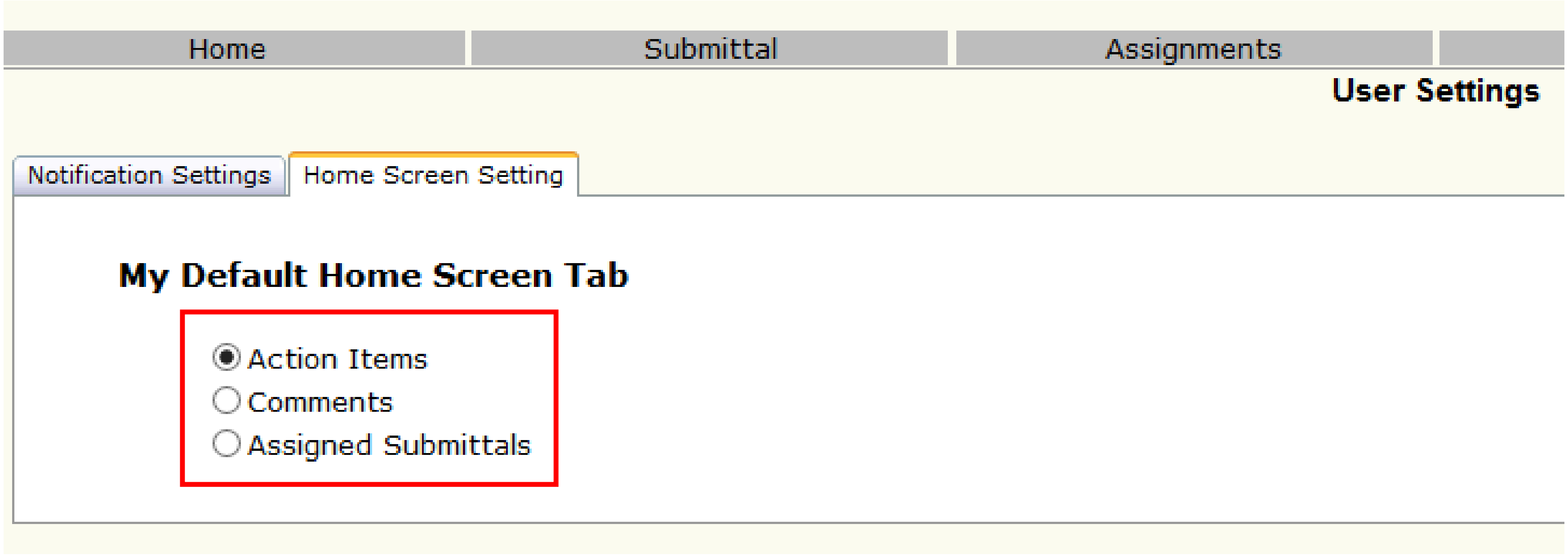
# Home Screen

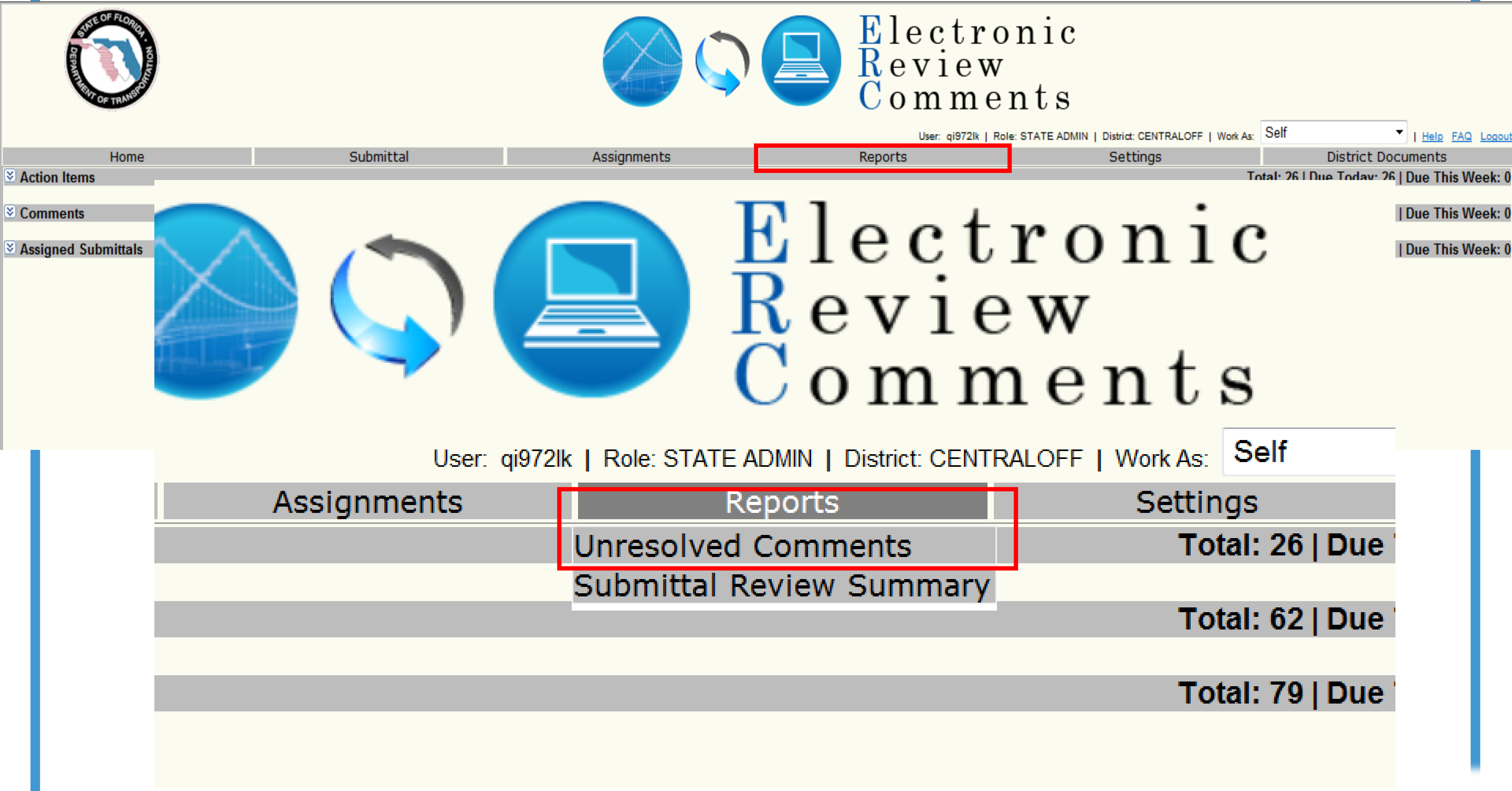

Home
Submittal
Assignments
User Settings
Notification Settings
Home Screen Setting

**My Default Home Screen Tab**

- ● Action Items
- ○ Comments
- ○ Assigned Submittals

2016 Design Training Expo

# Reports



Electronic Review Comments

User: qi972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home | Submittal | Assignments | Reports | Settings | District Documents

Action Items — Total: 26 | Due Today: 26 | Due This Week: 0

Comments — | Due This Week: 0

Assigned Submittals — | Due This Week: 0

Electronic Review Comments

User: qi972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Assignments | Reports | Settings

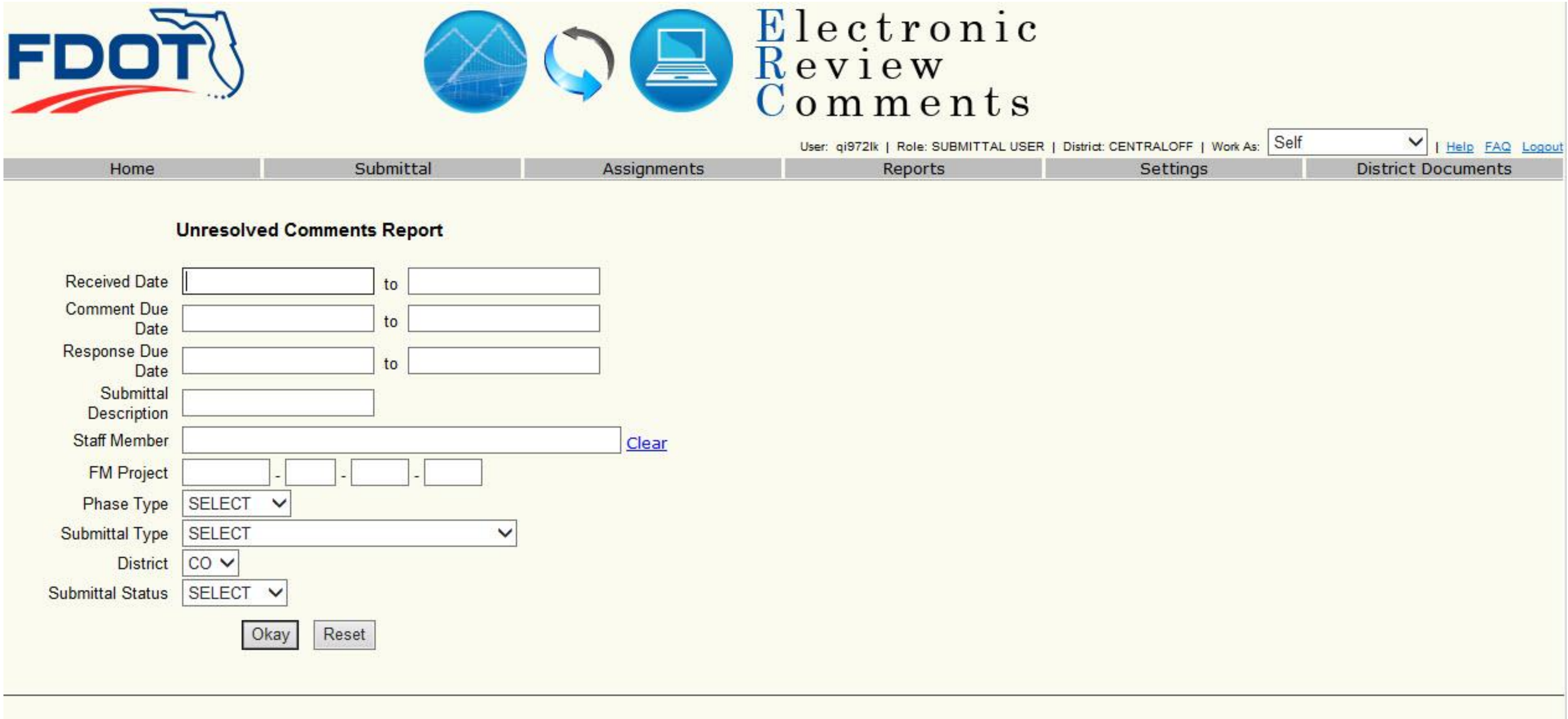
Reports:
- Unresolved Comments
- Submittal Review Summary

Total: 26 | Due

Total: 62 | Due

Total: 79 | Due

# Reports

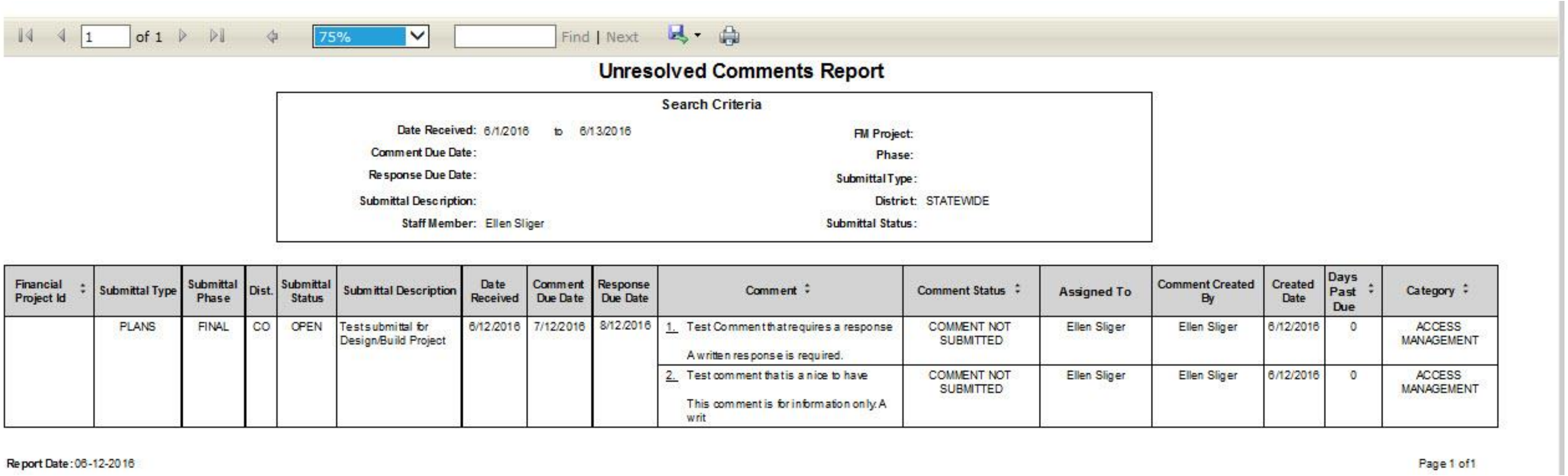

FDOT
Electronic Review Comments
Home
Submittal
Assignments
Reports
Settings
District Documents
Help
FAQ
Logout
Clear
Okay
Reset

User: qi972lk | Role: SUBMITTAL USER | District: CENTRALOFF | Work As: Self

**Unresolved Comments Report**

Received Date: ______ to ______
Comment Due Date: ______ to ______
Response Due Date: ______ to ______
Submittal Description: ______
Staff Member: ______
FM Project: ______ - ______ - ______ - ______
Phase Type: SELECT
Submittal Type: SELECT
District: CO
Submittal Status: SELECT

# Reports



## Unresolved Comments Report

**Search Criteria**

**Date Received:** 6/1/2016 to 6/13/2016

**Comment Due Date:**

**Response Due Date:**

**Submittal Description:**

**Staff Member:** Ellen Sliger

**FM Project:**

**Phase:**

**Submittal Type:**

**District:** STATEWIDE

**Submittal Status:**

| Financial Project Id | Submittal Type | Submittal Phase | Dist. | Submittal Status | Submittal Description | Date Received | Comment Due Date | Response Due Date | Comment | Comment Status | Assigned To | Comment Created By | Created Date | Days Past Due | Category |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | PLANS | FINAL | CO | OPEN | Test submittal for Design/Build Project | 6/12/2016 | 7/12/2016 | 8/12/2016 | 1. Test Comment that requires a response<br>A written response is required. | COMMENT NOT SUBMITTED | Ellen Sliger | Ellen Sliger | 6/12/2016 | 0 | ACCESS MANAGEMENT |
| | | | | | | | | | 2. Test comment that is a nice to have<br>This comment is for information only. A writ | COMMENT NOT SUBMITTED | Ellen Sliger | Ellen Sliger | 6/12/2016 | 0 | ACCESS MANAGEMENT |

Report Date: 06-12-2016

Page 1 of 1

# Enhancements

- District is displayed throughout application
- Hover on Home page over the FPID and the project description will display
- Assigned Submittals displays 0* for marking “no comment” box
- Submittal Title/Description has been displayed on several pages
- Search Submittal screen an option to include only submittals with unresolved comments

# Enhancements

- Allow multiple comments by clicking "create comment" once
- IHPM's & District Admins have ability to send a notification to those assigned to submittal
- District Admin's can change staff type if no comments have been made
- IHPM's can not close a submittal with unresolved comments
- Staff Assignment Lists have been alphabetized by Last Name

# Enhancements

- Ability for Staff Assignment defaults list to append existing assignments.
- File sizes have been raised to 1GB
- Consultant PM’s have ability to upload documents to Submittal
- Statewide Administrators have ability to delete individual comments
- Updated FDOT Logo

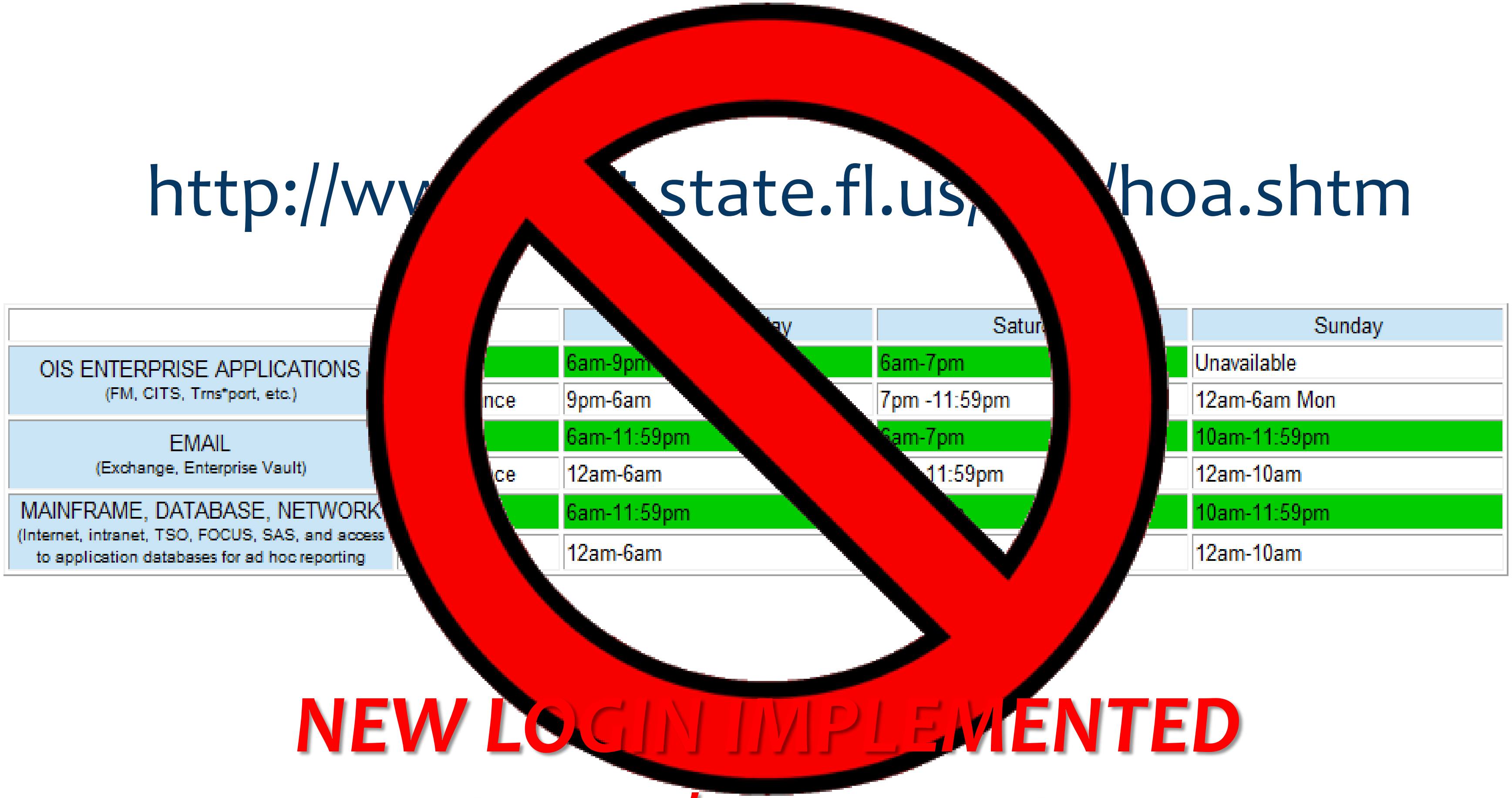
# Enhancements

**Deployment Scheduled for Sunday June 19, 2016**

**ERC will not be available Sunday June 19, 2016**

# System Availability

http://ww state.fl.us/ /hoa.shtm



| | | y | Satur | Sunday |
|---|---|---|---|---|
| OIS ENTERPRISE APPLICATIONS<br>(FM, CITS, Trns*port, etc.) | | 6am-9pm | 6am-7pm | Unavailable |
| | nce | 9pm-6am | 7pm -11:59pm | 12am-6am Mon |
| EMAIL<br>(Exchange, Enterprise Vault) | | 6am-11:59pm | am-7pm | 10am-11:59pm |
| | ce | 12am-6am | 11:59pm | 12am-10am |
| MAINFRAME, DATABASE, NETWORK<br>(Internet, intranet, TSO, FOCUS, SAS, and access to application databases for ad hoc reporting | | 6am-11:59pm | | 10am-11:59pm |
| | | 12am-6am | | 12am-10am |

**NEW LOGIN IMPLEMENTED**

**NEARLY 24/7 AVAILABILITY**

# Final Thoughts

- When reporting issues give us as much information as possible.
- For enhancement ideas:

**E-MAIL**

**CO-ERCISAAdmin@dot.state.fl.us**

# Final Thoughts

**DO NOT E-MAIL**

Kurt Lieblong, Ben Lewis or Jim Wolfe for ERC Issues

**INSTEAD**

**E-MAIL**

**FDOTServiceDesk@dot.state.fl.us**

# Thank You

**Kurt Lieblong, PE, CVS**

**State Value Engineer**

**kurt.lieblong@dot.state.fl.us**

**(850) 414-4787**